



## InfoClique

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### *Physician Manual*

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Training and Education Services, IST Division



## Table of Contents

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<b>INTRODUCTION.....</b>	<b>4</b>
WHAT IS INFOCLIQUE?.....	4
WHAT INFORMATION CAN BE VIEWED?.....	4
SYSTEM REQUIREMENTS .....	5
REQUESTING A USER ID AND PASSWORD.....	5
<b>LOGGING IN .....</b>	<b>6</b>
LOGGING INTO INFOCLIQUE WITHIN THE KALEIDA NETWORK (INTRANET).....	6
<i>Method 1</i> .....	6
<i>Method 2</i> .....	6
LOGGING INTO INFOCLIQUE OUTSIDE OF THE KALEIDA NETWORK (INTERNET) .....	7
<b>INFOCLIQUE ENVIRONMENT.....</b>	<b>8</b>
NAVIGATION BUTTONS .....	9
MAIN PAGE SECTIONS .....	11
<b>PERFORMING SEARCHES .....</b>	<b>12</b>
RELATED PATIENT SECTION .....	12
1) <i>View Current (Non-discharged) Inpatients</i> .....	12
2) <i>View Inpatients Discharged Up To 180 Days</i> .....	13
3) <i>View Outpatients within the Last 7 Days</i> .....	13
4) <i>View Patients by Name Range</i> .....	14
RELATED PATIENT SECTION INCLUDING PCP .....	15
1) <i>View Current (Non-discharged) Inpatients- PCP</i> .....	15
2) <i>View Outpatients in the Last 7 Days</i> .....	16
3) <i>View ER patients in the Last 7 Days</i> .....	16
NON-RELATED PATIENT SECTION .....	17
1) <i>View another Doctor's Patients by Doctor Last Name</i> .....	17
2) <i>Search for a Patient by Name</i> .....	18
3) <i>Search for a Patient by MRN or SSN</i> .....	19
4) <i>Search for a Patient by Account (Financial) Number</i> .....	20
VISIT LIST SECTION .....	21
1) <i>View a Visit List by Site</i> .....	21
2) <i>View a Visit List by Unit Location</i> .....	22
SURGERY SCHEDULING SECTION .....	23
1) <i>View Scheduled Surgeries from Today Up to 180 Days</i> .....	23
2) <i>View Scheduled Surgeries Today Back to the Past 180 Days</i> .....	24
3) <i>View Surgeries Within a Specific Date Range</i> .....	24
4) <i>View a Print Version of Surgeries Within a Specific Date Range</i> .....	25
<b>PRINTING INFOCLIQUE INFORMATION .....</b>	<b>26</b>
<i>Printing from the File Menu</i> .....	26
<i>Printing by Right-Clicking</i> .....	26
<b>PATIENT LIST AND COVERED PATIENT LIST .....</b>	<b>27</b>
<b>VIEWING CLINICAL INFORMATION.....</b>	<b>28</b>
DEMOGRAPHICS.....	29
<i>What is Available for Viewing?</i> .....	29
<i>How Do I Access Demographics?</i> .....	29

FLOW .....	31
<i>What is Available for Viewing?</i> .....	31
<i>How Do I Access Flow?</i> .....	31
DICTATION .....	32
<i>What is Available for Viewing?</i> .....	32
<i>How Do I Access Dictation?</i> .....	32
<i>Enlarge the Text of a Dictated Report</i> .....	34
ORDERS .....	35
<i>What is Available for Viewing?</i> .....	35
<i>How Do I Access Orders?</i> .....	35
RESULTS .....	37
<i>What is Available for Viewing?</i> .....	37
<i>How Do I Access Results?</i> .....	37
<i>Apply a Date Range to the Result View</i> .....	37
<i>Use Quick Links to Jump to a Specific Result Category</i> .....	38
<i>View AP Diagnosis Summary Pathology Reports</i> .....	38
<i>Access PACS from within Results</i> .....	39
<i>View Tracemaster ECGs</i> .....	41
MEDICATIONS .....	42
<i>What is Available for Viewing?</i> .....	42
<i>How Do I Access Medications?</i> .....	42
<b>ACCOUNT MAINTENANCE .....</b>	<b>44</b>
EDIT MY COVERAGE GROUP .....	44
<i>Add a Physician</i> .....	44
<i>Remove a Physician</i> .....	45
VIEW WHO HAS ACCESSED MY (ATN DR) PATIENTS .....	46
VIEW WHO HAS ACCESSED MY PRACTICE GROUP PATIENTS .....	47
VIEW MY PRACTICE GROUP AND SUPPORT STAFF .....	48
CHANGE YOUR PASSWORD .....	49
<b>SECURITY REQUEST FORM .....</b>	<b>51</b>

## Introduction

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### What is InfoClique?

InfoClique, a web based application, allows medical staff (including support staff and referring physicians) of Kaleida Health to review clinical and demographic information about their patients throughout the entire Kaleida organization. This is the secure central access point to access this documentation and is provided free in support for our patient care providers. If you currently do not have access to InfoClique, or the appropriate access, see page 5 for more information.

You may have access to one or more of the following views:

- Physician View
- Network Physician View
- Physician Support Staff View

### What Information Can Be Viewed?

Certain records and data are accessible according to the type of access granted as well as the type of relationship with the patient (admitting, attending, referring, consulting or PCP). Generally speaking, for the views listed above, the following information is available:

- **Demographic Information:** Basic demographic information, such as name, guarantor and emergency information; as well as visit specific information.
- **Patient Flow History:** Find out how and where the patient is within a Kaleida facility now and in the past.
- **Dictated Reports:** Medical transcriptions such as H&Ps, operative reports, discharge summaries and consultation.
- **Results:** Results of orders, such as radiology, cardiology, endoscopy, and general laboratory results containing procedure, units, ref, and range values over a specified time range.
- **Orders:** All issued orders and status for both in/out-patients, such as ECG/EKG, nursing level, echo's, labs, etc...
- **Medications:** Medication administration list (MAL) containing scheduled, PRN, and historical drug orders.
- **Surgery Scheduling:** Review past and future surgery schedules.
- **ED Scanned Documents:** BGH and MFS EDs documents are now accessible.
- **Tracemaster ECGs:** ECG strips are available to those users on the Kaleida Health Network prior to May 2009 only.






## Introduction (Cont.)

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### System Requirements

Given that InfoClique is a web based application, it can be accessed through any Internet connected PC via within the Kaleida network (Intranet) or outside of the Kaleida network (Internet). Certain functionality of InfoClique may be only accessible from within the Kaleida Network.

The recommended system requirements are as follows:

- **Internet Explorer** (6.0 or higher)  and **Safari**  is preferred and supported.
- If you use **Firefox**, , **Opera**  or **Netscape**  be aware InfoClique may not display appropriately and will not be supported.
- Broadband Internet access.
- An InfoClique **user id** and **password**.
- **VPN** access (optional) to access the **PACS** or **Tracemaster ECG** functionality within InfoClique. (**VPN** access allows remote users to connect to the Kaleida Health network.)

### Requesting a User ID and Password

Obtaining InfoClique access can be done by completing the **InfoClique Access Request Form** and faxing it to the **Kaleida Health IS&T Security Service Dept** at **859-8676**. A request for access will not be granted if the request is not job related or conflicts with Kaleida Health's Access Request Security Policy.

- For your convenience this form has been provided to you on the last page of this manual.
- The form can be found directly at **www.infoclique.com**. There is a link named **InfoClique Access Form** which will display the form.
- If **VPN** Access is needed in order to access the **PACS & Tracemaster ECG** functionality make sure to check this option on the access form.




## Logging In

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### Logging into InfoClique within the Kaleida Network (Intranet)

InfoClique can be accessed directly from within the Kaleida network two different ways:

#### Method 1

1. Double-click the **Internet Explorer**  icon on your desktop.
  - **KaleidaScope** displays as the home page.
2. Click the **Log In**  tab.
3. Type your user name in the **User Name** field.
4. Type **your** password in the **Password** field.
5. Click the **Log In** button.
6. Click the **Applications**  tab.
  - The appropriate **InfoClique** link displays in the **Secured Applications** section of the page.
7. Click the **link** to get started.
  - The **InfoClique Main** page displays (this is not be confused with the **InfoClique Home** page) and you are logged in to **InfoClique**.

#### Method 2

1. **Double**-click the **Internet Explorer**  icon on your desktop.
  - KaleidaScope displays as the home page.
2. **Type "ic"** in the **Address Bar** at the top of the **KaleidaScope** home page.
  - **"ic"** is a shortcut for the full InfoClique web address, **www.infoclique.com**
  - The **InfoClique** portal web page displays.
3. Type your **user name** in the **Username** field.
4. Type your **password** in the **Password** field.
5. **Click** the **Go** button.

## Logging In (Cont.)

### Logging into InfoClique outside of the Kaleida Network (Internet)

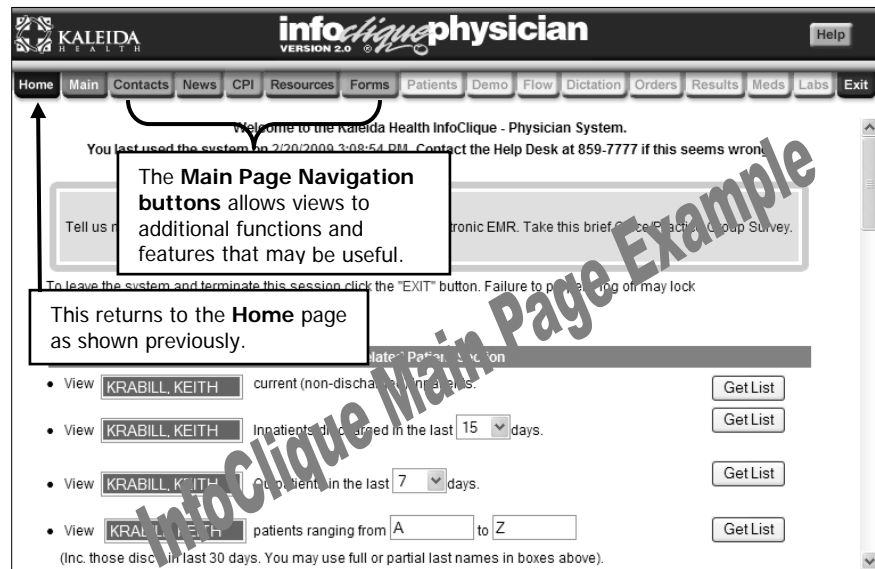
1. Double-click the web-browser icon on your computer.
  - Your home web page displays.
2. Type **www.infoclique.com** in the address bar at the top of your Web browser.
3. Click the appropriate button (i.e. **Go**) or press the **Enter** key on your keyboard to go to the website.
4. After reading the **HIPAA** Security notice click the **Accept** button.
  - If this is your first time signing in, you will be prompted to change your password. (For more information see page 49 on changing passwords.)
  - The **InfoClique Home** page is displayed (not to be confused with the **InfoClique Main** page).



5. Click the appropriate **InfoClique** link in the **Available Applications** pane.
  - The duration of this manual will be referring to **InfoClique – Physician** link and all of its functionality.

## InfoClique Environment

- The **InfoClique Main** page displays (this is not be confused with the **InfoClique Home** page).





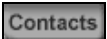





Depending on how InfoClique is accessed you will either go directly to the **Main** page (The 2<sup>nd</sup> image on the previous page shown.) or you will be taken to the **Home** page (The 1<sup>st</sup> image on the previous page shown.). The **Main** page is like the "home base" of InfoClique. It is here you can search for patients, schedules, visits and view or modify your account.



## InfoClique Environment (Cont.)









### Navigation Buttons

The top of the **Main** page contains a row of navigation buttons. The purple and green shaded buttons on the left are **always accessible** while the grey shaded (inactive) button on the right are **only accessible from within** viewing a patient's clinical information.

- The **Home**  button returns to the **Home** page.
- The **Main**  button returns to the **Main** page. (This would be used if viewing a patient or a report and needing to navigate back to the "home base".)
- The **Contacts**  button opens the **Contact** page in which you can search for a Kaleida Health aligned physician by name, location, department or specialty.
- The **News**  button opens the **News** page in which you have access to latest information and events that are happening at Kaleida Health. It also provides physicians updates on new and revised policies.
- The **CPI**  button opens the **CPI (Clinical Practice Improvement Initiative)** page which explains the initiative and provides useful links of resources and information concerning the **CPI**.
- The **Resources**  button opens the **Resources** page which provides access to such things as the **PACS** system, **MedCalc3000**, **HUB Net Library**, and **Micromedex** among other invaluable tools.
- The **Forms**  button opens the **Forms** page which displays links for all of the clinical/medical forms used at Kaleida Health. It also provides access to the **Health Care Proxy** form as well as the **InfoClique Access** form.
- The **Patients**  button will return to the **Patient List** when you are currently inside a specific patient's clinical information. For more information on the **Patient List** see page 27.

## InfoClique Environment (Cont.)

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- The **Demo**  button will navigate you to the **EMPI Demographic Information** for a patient. This button only works if you are inside another area of patient's specific clinical information. For more information on the **EMPI Demographic information** see page 29.
- The **Flow**  button will navigate you to the **Patient History (Flow)** for a patient. This button only works if you are inside another area of a patient's specific clinical information. For more information on **Patient History** see page 31.
- The **Dictation**  button will navigate you to the **Dictated Reports** for a patient. This button only works if you are inside another area of a patient's specific clinical information. For more information on **Dictated Reports** see page 32.
- The **Orders**  button will navigate you to the **Order Display** for a patient. This button only works if you are inside another area of a patient's specific clinical information. For more information on **Orders Display** see page 35.
- The **Results**  button will navigate you to the **Results Display** for a patient. This button only works if you are inside another area of a patient's specific clinical information. For more information on **Results Display** see page 37.
- The **Meds**  button will navigate you to the **Medication Display** for a patient. This button only works if you are inside another area of a patient's specific clinical information. For more information on **Results Display** see page 42.
- The **Exit**  button will completely log you out and exit you out of InfoClique.
- The **Help**  button displays the help window where you can access frequent error messages that occur and determine the issue you are facing as well as help with printing from within InfoClique.

## InfoClique Environment (Cont.)

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### Main Page Sections

On the **Main** page, there are several sections available to assist with performing patient searches and managing your personal InfoClique account. Each one of these sections is listed below. All sections are centrally located on the **Main** page, and can be found by simply scrolling up and down.

- **Related Patient Section:** This allows you to generate a list of patients as long as you are their attending, admitting, referring or consulting physician.
  - To learn more about this section, see page **12**.
- **Related Patient Section – including PCP:** This allows you to perform the same type of searches as noted above, with the addition of the PCP's patients displaying in the list also.
  - To learn more about this section, see page **15**.
- **Non-Related Patient Section:** This allows you to generate a list of patients who do not have a defined relationship with you and this only works with Inpatient encounters.
  - To learn more about this section, see page **17**.
- **Visit List Section:** This section is utilized to provide a list of rounds for one or more providers. It can be further defined by facility and/or Unit Location.
  - To learn more about this section, see page **21**.
- **Surgery Scheduling Section:** This section is utilized to view the provider's surgery schedules. A date range can be applied to the search for up to 180 days in the past, present or future.
  - To learn more about this section, see page **23**.
- **Account Maintenance Section:** Several features are available in this section to help you manage your account.
  - To learn more about this section, see page **44**.

## Performing Searches

### Related Patient Section

This section generates a list of patients you wish to inquire upon, only pulling patients that have you assigned as the Consulting, ATN, ADM or REF physician. Further filters can be also be defined by discharge days past, outpatient days past, current inpatients and by name. There are four ways to search and each way is explained below.

Related Patient Section			
• View	<input type="text" value="KRABILL, KEITH"/>	current (non-discharged) Inpatients.	<input type="button" value="Get List"/>
• View	<input type="text" value="KRABILL, KEITH"/>	Inpatients discharged in the last <input type="text" value="15"/> days.	<input type="button" value="Get List"/>
• View	<input type="text" value="KRABILL, KEITH"/>	Outpatients in the last <input type="text" value="7"/> days.	<input type="button" value="Get List"/>
• View	<input type="text" value="KRABILL, KEITH"/>	patients ranging from <input type="text" value="A"/> to <input type="text" value="Z"/>	<input type="button" value="Get List"/>

(Inc. those disc'd in last 30 days. You may use full or partial last names in boxes above).

#### 1) View Current (Non-discharged) Inpatients

• View	<input type="text" value="KRABILL, KEITH"/>	current (non-discharged) Inpatients.	<input type="button" value="Get List"/>
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1. Select the appropriate provider from the drop-down list.
2. Click the **Get List** button.
  - The **Patient List** and **Covered Patients** list displays, unless you are prompted with the **No Patient Qualifies** message.
3. Click the appropriate link in the correct listing to view information.
  - For more information on viewing the **Patient List** and the available links for each patient, see page 27.
4. To perform a new search, click the **Main**  tab. Otherwise, if you wish to exit, click the **Exit**  tab.

## Performing Searches (Cont.)

### 2) View Inpatients Discharged Up To 180 Days

• View  Inpatients discharged in the last  days.

1. Select the appropriate provider from the drop-down list.
2. Select the appropriate amount of days from the drop-down list.
3. Click the **Get List** button.
  - The **Patient List** and **Covered Patients** list displays, unless you are prompted with the **No Patient Qualifies** message.
4. Click the appropriate link in the correct listing to view information.
  - For more information on viewing the **Patient List** and the available links for each patient, see page 27.
5. To perform a new search, click the **Main**  tab. Otherwise, if you wish to exit, click the **Exit**  tab.

### 3) View Outpatients within the Last 7 Days

• View  Outpatients in the last  days.

1. Select the appropriate provider from the drop-down list.
2. Select the appropriate amount of days from the drop-down list.
3. Click the **Get List** button.
  - The **Patient List** and **Covered Patients** list displays, unless you are prompted with the **No Patient Qualifies** message.
4. Click the appropriate link in the correct listing to view information.
  - For more information on viewing the **Patient List** and the available links for each patient, see page 27.
5. To perform a new search, click the **Main**  tab. Otherwise, if you wish to exit, click the **Exit**  tab.

## Performing Searches (Cont.)

### 4) View Patients by Name Range

• View  patients ranging from  to

(Inc. those disc'd in last 30 days. You may use full or partial last names in boxes above).

1. Select the appropriate provider from the drop-down list.
2. Type in one or more letters in the first criteria box to indicate the beginning range of the **last** name.
  - **Example:** "D" or "Sma" or "Jackson"
  - Common names will yield more results and may take longer to run.
3. Type in one or more letters in the second criteria box to indicate the ending range of the **last** name.
  - **Example:** "F" or "Smo" or "Jackson"
  - Common names will yield more results and may take longer to run.
4. Click the **Get List** button.
  - The **Patient List** and **Covered Patients** list displays, unless you are prompted with the **No Patient Qualifies** message.
  - **Example:** Using the example ranges above, a result for the D to F range will be last names that start with D, E or F. Another example was the range of "Sma" to "Smo". This will produce patients with last names such as: "Smathers", "Smith", and "Smonder". The last example range of "Smith" to "Smith" will produce patients whose last name is strictly "Smith".
5. Click the appropriate link in the correct listing to view information.
  - For more information on viewing the **Patient List** and the available links for each patient, see page 27.
6. To perform a new search, click the **Main**  tab. Otherwise, if you wish to exit, click the **Exit**  tab.

## Performing Searches (Cont.)

### Related Patient Section Including PCP

This section generates a list of patients you wish to inquire upon, only pulling patients that have you assigned as the Consulting, ATN, ADM or REF **and PCP** physician. There are three ways to search in this section and each method is explained below.

**Related Patient Section including PCP -- slower response times**

This section is similar to the one above, except that the PCP name has been added to the "ATN/ADM/REF" column of the search results. Since the Eclipsys conversion, PCP is no longer input into the same fields on the registration system, therefore additional queries were needed in order to locate the PCP in additional database tables. With the extra queries to find the PCP, the searches in this section could take more than 3 minutes, depending upon the particular search option, and the number of physicians selected in the "View" box. We understand the frustration of waiting, and are working to try to improve the response time of these searches.

**PLEASE NOTE:** On the first search option below, you have the choice of including or excluding Long Term Care patients. The default is to exclude them.

- View KRABILL, KEITH current (non-discharged) Inpatients - PCP.  
☒ No Long Term Care ☐ Include Long Term Care Get List
- View KRABILL, KEITH Outpatients in the last 7 days - PCP. Get List
- View KRABILL, KEITH ER patients in the last 7 days - PCP. Get List

#### 1) View Current (Non-discharged) Inpatients- PCP

- View KRABILL, KEITH current (non-discharged) Inpatients - PCP.  
☒ No Long Term Care ☐ Include Long Term Care Get List

1. Select the appropriate provider from the drop-down list.
2. If you wish to include **Long Term Care** patients, click the **Include Long Term Care** radio button.
3. Click the **Get List** button.
  - The **Patient List** and **Covered Patients** list displays, unless you are prompted with the **No Patient Qualifies** message.
4. Click the appropriate link in the correct listing to view information.
  - For more information on viewing the **Patient List** and the available links for each patient, see page 27.
5. To perform a new search, click the **Main** Main tab. Otherwise, if you wish to exit, click the **Exit** Exit tab.

## Performing Searches (Cont.)

### 2) View Outpatients in the Last 7 Days

• View  Outpatients in the last  days - PCP.

1. Select the appropriate provider from the drop-down list.
2. Select the appropriate amount of days from the drop-down list.
3. Click the **Get List** button.
  - The **Patient List** and **Covered Patients** list displays, unless you are prompted with the **No Patient Qualifies** message.
4. Click the appropriate link in the correct listing to view information.
  - For more information on viewing the **Patient List** and the available links for each patient, see page 27.
5. To perform a new search, click the **Main**  tab. Otherwise, if you wish to exit, click the **Exit**  tab.

### 3) View ER patients in the Last 7 Days

• View  ER patients in the last  days - PCP.

1. Select the appropriate provider from the drop-down list.
2. Select the appropriate amount of days from the drop-down list.
3. Click the **Get List** button.
  - The **Patient List** and **Covered Patients** list displays, unless you are prompted with the **No Patient Qualifies** message.
4. Click the appropriate link in the correct listing to view information.
  - For more information on viewing the **Patient List** and the available links for each patient, see page 27.
5. To perform a new search, click the **Main**  tab. Otherwise, if you wish to exit, click the **Exit**  tab.



## Performing Searches (Cont.)

### Non-Related Patient Section

This section generates a list of patients you wish to inquire upon, that you, as the provider or support staff, are not related to. There are four ways to search in this section and each method is explained below.

**Non-related Patients Section**

- List Another Doctor's Patients where doctor's last name is between A-F, G-R or S-Z
- Search for any patient on file.  
Use \* to represent wild card characters in your search.  
Last Name:   
First Name:
- Search for any patient on file by:
  - ☐ Medical Record Number ( Do not type in leading zeroes).
  - ☐ Social Security Number( Do not type in dashes).

\* Note search default is one month based on admission date or choose all encounters.  
 12 14 2009 To 1 14 2010 or ☐ All encounters

- ☐ Account (Financial) Number( Do not type in leading zeroes).

#### 1) View another Doctor's Patients by Doctor Last Name

**Non-related Patients Section**

- List Another Doctor's Patients where doctor's last name is between A-F, G-R or S-Z

- Click the appropriate link of the alpha group.
  - Example:** To locate Dr. Klein's patients click the G-R link.
  - A list of physicians within that alpha group is displayed.
- Locate and click to select the appropriate physician.
- Click the **View** button to view the list of patients.
  - The **Patient List** and **Covered Patients** list displays, unless you are prompted with the **No Patient Qualifies** message.



**Physician List**

Choose the physician whose current inpatients you wish to re

Select Physician to View:

KLEIMAN, NATASHA
KLEIN, ANNIE
KLEIN, BRAD C.
KLEIN, DAVID M.
KLEIN, EDMUND
KLEIN, EDWARD A.
KLEIN, KIMBERLY A.
KLEIN, MICHAEL J.
KLEIN, MICHAEL L.
KLEIN, MORTON P.

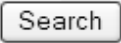
## Performing Searches (Cont.)



4. Click the appropriate link in the correct listing to view information.
  - For more information on viewing the **Patient List** and the available links for each patient, see page 27.
5. To perform a new search, click the **Main**  tab. Otherwise, if you wish to exit, click the **Exit**  tab.

### 2) Search for a Patient by Name

- Search for any patient on file.  
Use \* to represent wild card characters in your search.

Last Name:

First Name:  

1. Type the patient's last name in the **Last Name** field if the correct spelling is known. Otherwise, type the known part of the last name followed by an asterisk (\*).
  - **Example:** In order to find a patient whose last name is Koester, type the correct spelling of "Koester". If you are unsure of the spelling, type as much as you do know, such as "Ko\*". This will yield patients whose last names starts with "Ko" so that you can select the correct patient from the list.
2. Type the patient's first name in the First Name field if the correct spelling is known. Otherwise, type the known part of the first name followed by an asterisk (\*).
  - **Example:** To find a patient whose first name is Jeffrey, type "Jeffrey". If you are unsure of the spelling or if their name may be shortened (Jeff), type as much as you do know, such as "Jeff\*". This will yield patients whose last names starts with "Jeff" so that you can select the correct patient from the list.
3. Click the **Search** button.
  - **The Patient List** and **Covered Patients** list displays, unless you are prompted with the **No Patient Qualifies** message.
4. Click the appropriate link in the correct listing to view information.
  - For more information on viewing the **Patient List** and the available links for each patient, see page 27.
5. To perform a new search, click the **Main**  tab. Otherwise, if you wish to exit, click the **Exit**  tab.

## Performing Searches (Cont.)

### 3) Search for a Patient by MRN or SSN

• Search for any patient on file by:

☐ Medical Record Number ( Do not type in leading zeroes).

☐ Social Security Number( Do not type in dashes).



\* Note search default is one month based on admission date or choose all encounters.

12 / 14 / 2009 To 1 / 14 / 2010 or ☐ All encounters

- Click to select either the **Medical Record Number** radio button or the **Social Security Number** radio button.
  - Social Security Number's cannot include dashes.
  - Medical Record Number's cannot include leading zeroes (example: 000123456).
- If desired, click the drop-downs to select the beginning and ending date range for encounters or select the **All Encounters** radio button.
  - When choosing these dates, be sure either radio button above is selected. It is not possible to just search by Encounter dates alone in this area.
  - The default displays the last 30 days Encounters.
- Click the **Search** button.
  - A listing of matching patients displays.

PATIENT INFORMATION					
PATIENT NAME	SEX	DOB	AGE	SYSTEM	ENCOUNTERS
#17, .	F	03/23/1951	58 yrs	SSN	Encounters
006, .	F	08/11/1948	61 yrs	SSN	Encounters
016, .	F	10/23/1956	53 yrs	SSN	Encounters
04009, .	U	01/01/1870	140 yrs	SSN	Encounters
04010, .	U	01/01/1870	140 yrs	SSN	Encounters
627, .	M	05/19/1959	50 yrs	SSN	Encounters
630, .	F	06/14/1942	67 yrs	SSN	Encounters
BARRETT, AMY	F	07/11/1964	45 yrs	SSN	Encounters
BAUSENWEIN, MADISON	F	07/29/1996	13 yrs	SSN	Encounters

Encounter links are located in the last column.

- Click the **Encounter** link for the appropriate patient to access the **Patient List**.
  - The **Patient List** and **Covered Patients** list displays, unless you are prompted with the **No Patient Qualifies** message.
- Click the appropriate link in the correct listing to view information.
  - For more information on viewing the **Patient List** and the available links for each patient, see page 27.
- To perform a new search, click the **Main**  tab. Otherwise, if you wish to exit, click the **Exit**  tab.

## Performing Searches (Cont.)



### 4) Search for a Patient by Account (Financial) Number

☐ Account (Financial) Number( Do not type in leading zeroes).

1. Click the **Account (Financial) Number** radio button.
2. Type the **Account (Financial) Number** in the criteria field.
  - Account Number's cannot include leading zeroes (example: 000123456).
3. Click the **Search** button.
  - A listing of matching patients displays.

PATIENT INFORMATION					
PATIENT NAME	SEX	DOB	AGE	SYSTEM	ENCOUNTERS
#17, .	F	03/23/1951	58 yrs	SSN	Encounters
006, .	F	08/11/1948	61 yrs	SSN	Encounters
016, .	F	10/23/1956	53 yrs	SSN	Encounters
04009, .	U	01/01/1870	140 yrs	SSN	Encounters
04010, .	U	01/01/1870	140 yrs	SSN	Encounters
627, .	M	05/19/1959	50 yrs	SSN	Encounters
630, .	F	06/14/1942	67 yrs	SSN	Encounters
BARRETT, AMY	F	07/11/1964	45 yrs	SSN	Encounters
BAUSENWEIN, MADISON	F	07/29/1996	13 yrs	SSN	Encounters

Encounter links are located in the last column.

4. Click the **Encounter** link for the appropriate patient to access the **Patient List**.
  - **The Patient List** and **Covered Patients** list displays, unless you are prompted with the **No Patient Qualifies** message.
5. Click the appropriate link in the correct listing to view information.
  - For more information on viewing the **Patient List** and the available links for each patient, see page 27.
6. To perform a new search, click the **Main**  tab. Otherwise, if you wish to exit, click the **Exit**  tab.

## Performing Searches (Cont.)

### Visit List Section

The **Visit List** is used to produce a list of rounds for providers. There are a few ways to do this. Each method is explained below.

Visit List Section

- View KRABILL, KEITH Visit List (In Room and Bed order).
 

Get List
- Facilities: (ALL will be the default unless others are chosen)
 

☐ BGH ☐ CHOB ☐ CMHC ☐ Deac ☐ DMH ☐ Gates ☐ Gates/SNF ☐ Suburban
- Visit List by Unit Location (includes physician summary).
 

Search

#### 1) View a Visit List by Site

- View KRABILL, KEITH Visit List (In Room and Bed order).
 

Get List
- Facilities: (ALL will be the default unless others are chosen)
 

☐ BGH ☐ CHOB ☐ CMHC ☐ Deac ☐ DMH ☐ Gates ☐ Gates/SNF ☐ Suburban

1. Select the appropriate provider from the drop-down list.
2. Click to check next to the appropriate Kaleida Health hospitals.
  - For all hospitals, do make any selections.
3. Click the **Get List** button.
  - The **Visit List** and **Covered Patients Visit List** displays, unless you are prompted with the **No Patient Qualifies** message.
4. To perform a new search, click the **Main** Main tab. Otherwise, if you wish to exit, click the **Exit** Exit tab.

## Performing Searches (Cont.)

### 2) View a Visit List by Unit Location

- Visit List by Unit Location (includes physician summary).

1. Click the **Search** button.
  - The **Unit Search** displays.

### Unit Search

First select the Unit you wish to review and then press the appropriate button to control how the returned list is sorted.

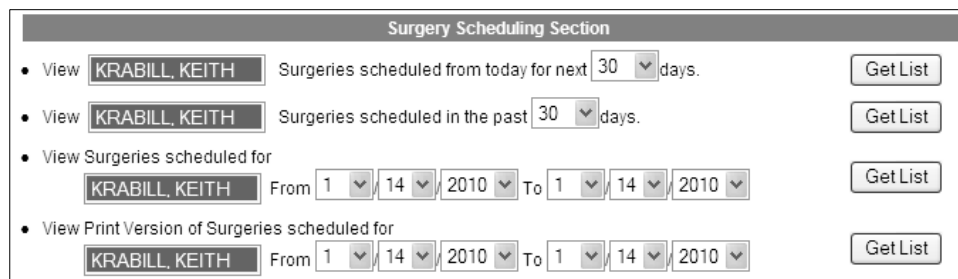
Select Unit to View:	Display by:		
<div style="border: 1px solid black; height: 100px; position: relative;"> <div style="position: absolute; top: 0; right: 0; width: 10px; height: 10px; border: 1px solid black; background: white;"></div> <div style="position: absolute; bottom: 0; right: 0; width: 10px; height: 10px; border: 1px solid black; background: white;"></div> <div style="position: absolute; top: 0; left: 0; right: 0; bottom: 0; border: 1px solid black; background: white;">           KHBGH - B10N            KHBGH - B10S            KHBGH - B13N            KHBGH - B13S            KHBGH - B14N            KHBGH - B14S            KHBGH - B15N            KHBGH - B15S            KHBGH - B16N            KHBGH - B16S         </div> </div>	<input type="button" value="Last Name"/>	<input type="button" value="Bed"/>	<input type="button" value="LOS"/>

2. Select the site from the first column, **Select Unit to View**.
3. Click the **Last Name**, **Bed** or **LOS** button based on how you wish to view the list.
  - The **Patient List** displays, unless you are prompted with the **No Patient Qualifies** message.
4. Underneath the correct patient's name, click the appropriate links to view information.
  - For more information on viewing the **Patient List** and the available links for each patient, see page 27.
5. To perform a new search, click the **Main**  tab. Otherwise, if you wish to exit, click the **Exit**  tab.

## Performing Searches (Cont.)

### Surgery Scheduling Section

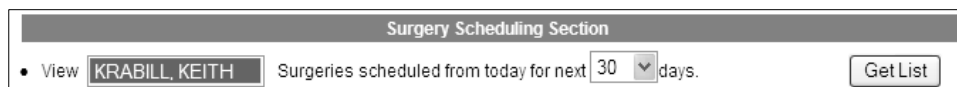
This section generates a surgery schedule based on the parameters of your inquiry. The inquiry can provide surgery schedules in the past, present or future for a maximum of 180 days. There are four ways to search in this section and each method is explained below.



**Surgery Scheduling Section**

- View **KRABILL, KEITH** Surgeries scheduled from today for next **30** days. [Get List](#)
- View **KRABILL, KEITH** Surgeries scheduled in the past **30** days. [Get List](#)
- View Surgeries scheduled for **KRABILL, KEITH** From **1/14/2010** To **1/14/2010** [Get List](#)
- View Print Version of Surgeries scheduled for **KRABILL, KEITH** From **1/14/2010** To **1/14/2010** [Get List](#)

#### 1) View Scheduled Surgeries from Today Up to 180 Days



**Surgery Scheduling Section**

- View **KRABILL, KEITH** Surgeries scheduled from today for next **30** days. [Get List](#)

1. Select the appropriate provider from the drop-down list.
2. Select the appropriate amount of days from the drop-down list.
3. Click the **Get List** button.
  - The **Surgery Schedule** displays.
4. To view clinical information for the patient, click either the **Medical Record Number** or the **Account Number**.
  - For more information on viewing the available links for each patient, see page 27.
5. To perform a new search, click the **Main** **Main** tab. Otherwise, if you wish to exit, click the **Exit** **Exit** tab.

## Performing Searches (Cont.)

### 2) View Scheduled Surgeries Today Back to the Past 180 Days

• View  Surgeries scheduled in the past  days.

1. Select the appropriate provider from the drop-down list.
2. Select the appropriate amount of days from the drop-down list.
3. Click the **Get List** button.
  - The **Surgery Schedule** displays.
4. To view clinical information for the patient, click either the **Medical Record Number** or the **Account Number**.
  - For more information on viewing the available links for each patient, see page 27.
5. To perform a new search, click the **Main**  tab. Otherwise, if you wish to exit, click the **Exit**  tab.

### 3) View Surgeries Within a Specific Date Range

• View Surgeries scheduled for  From    To

1. Select the appropriate provider from the drop-down list.
2. Use the drop-downs to select the beginning and ending date range for the Surgery cases you wish to view.
3. Click the **Get List** button.
  - The **Surgery Schedule** displays.
4. To view clinical information for the patient, click either the **Medical Record Number** or the **Account Number**.
  - For more information on viewing the available links for each patient, see page 27.
5. To perform a new search, click the **Main**  tab. Otherwise, if you wish to exit, click the **Exit**  tab.



## Performing Searches (Cont.)

### 4) View a Print Version of Surgeries Within a Specific Date Range

• View Print Version of Surgeries scheduled for

From    To

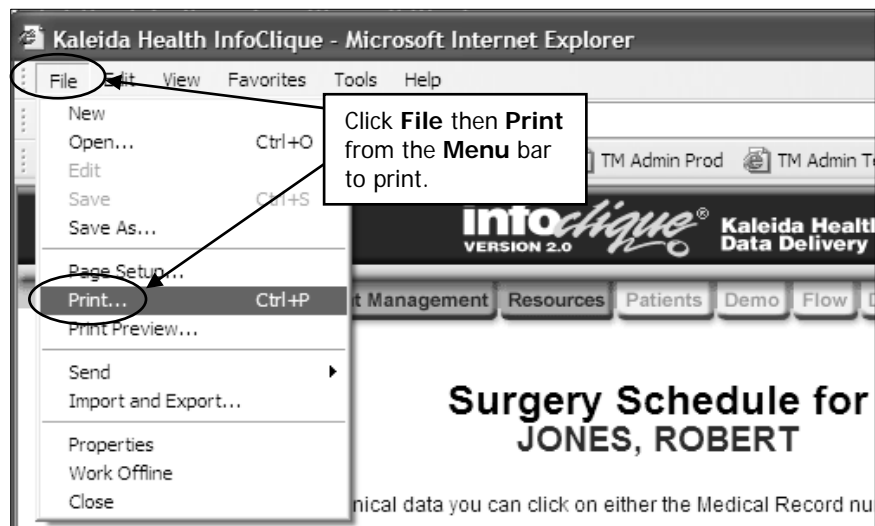
1. Select the appropriate provider from the drop-down list.
2. Use the drop-downs to select the beginning and ending date range for the Surgery cases you wish to view.
3. Click the **Get List** button.
  - The **Surgery Schedule** displays.
4. To view clinical information for the patient, click either the **Medical Record Number** or the **Account Number**.
  - For more information on viewing the available links for each patient, see page 27.
5. To perform a new search, click the **Main**  tab. Otherwise, if you wish to exit, click the **Exit**  tab.

## Printing InfoClique Information

Any information within InfoClique is printable. There are two methods for printing documentation. This will illustrate how to print using Internet Explorer as your Web browser. If you have a different browser, utilize the help menu provided by your Web browser instead.

### Printing from the File Menu

1. Click anywhere on the screen where the information is displayed that you wish to print.
  - The purpose of this step is to ensure the informational area of the webpage properly prints.



2. From the **Menu** bar at the top of Internet Explorer, click the **File** menu.
3. Click **Print** from the expanded **File** menu.
  - The **Printer Dialog** box displays.
4. Make sure all settings are appropriate.
  - *For example: The correct printer is selected, portrait or landscape settings, or all frames as laid on screen etc.*
5. Click the **Print** button.
  - The information displayed on your screen prints.

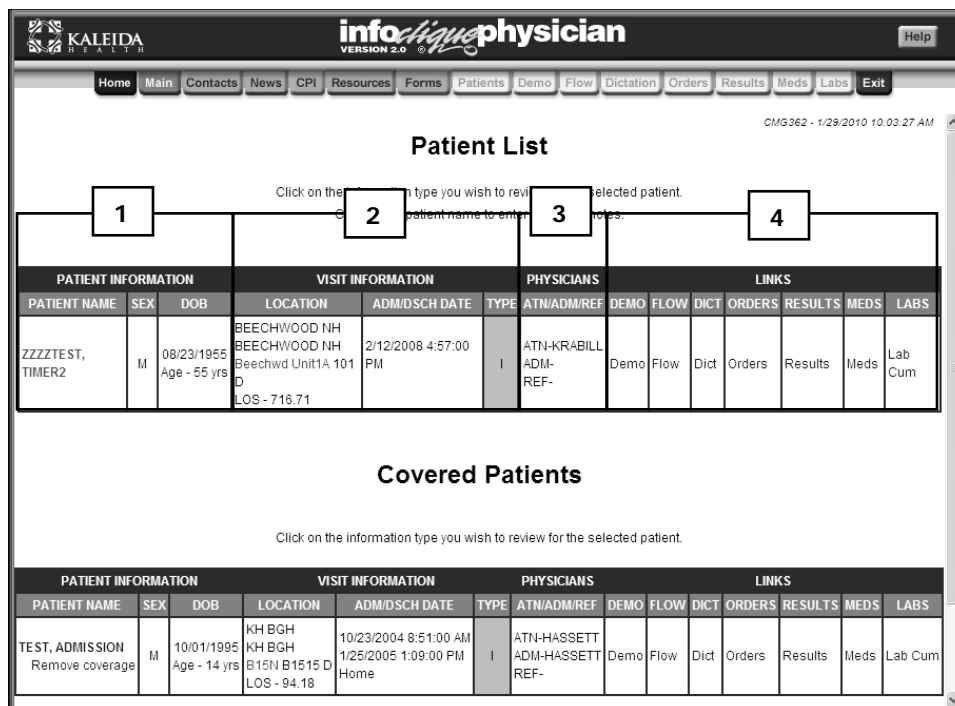
### Printing by Right-Clicking

1. Display whatever information that should be printed, on your screen.
2. Right-click anywhere on the screen to display the shortcut menu.
3. Click **Print** from the shortcut menu.
4. Follow steps 4 and 5 above.

## Patient List and Covered Patient List

After performing searches, different lists will display the results of your inquiry. Encounter lists, Visit lists, and most commonly, the **Patient List** and **Covered Patient List**. This list is explained below.

The **Patient List** and **Covered Patients List** is in a columnar format with readily available information. It will look similar to the image below:



**Patient List**

Click on the information type you wish to review for the selected patient.

PATIENT INFORMATION			VISIT INFORMATION		PHYSICIANS	LINKS							
PATIENT NAME	SEX	DOB	LOCATION	ADM/D SCH DATE	TYPE	ATN/ADM/REF	DEMO	FLOW	DICT	ORDERS	RESULTS	MEDS	LABS
ZZZZTEST, TIMER2	M	08/23/1955 Age - 55 yrs	BEECHWOOD NH BEECHWOOD NH Beechwd Unit1A 101 D LOS - 716.71	2/12/2008 4:57:00 PM	I	ATN-KRABILL ADM-REF-	Demo	Flow	Dict	Orders	Results	Meds	Lab Cum

**Covered Patients**

Click on the information type you wish to review for the selected patient.

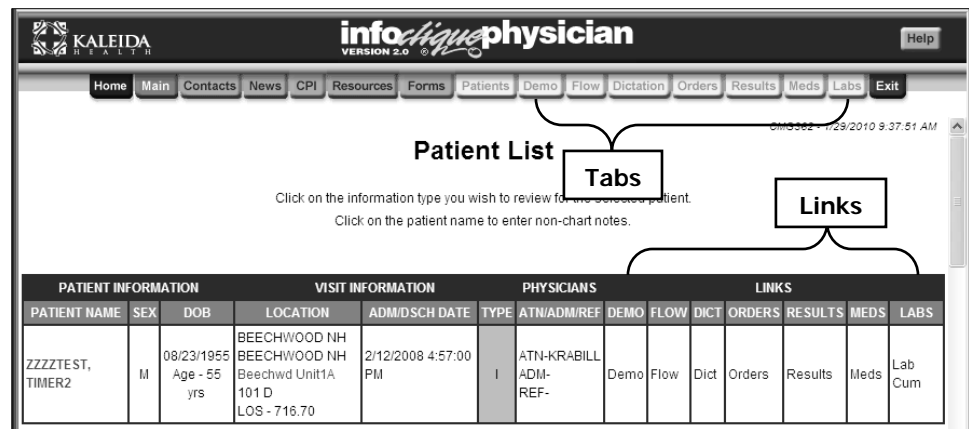
PATIENT INFORMATION			VISIT INFORMATION		PHYSICIANS	LINKS							
PATIENT NAME	SEX	DOB	LOCATION	ADM/D SCH DATE	TYPE	ATN/ADM/REF	DEMO	FLOW	DICT	ORDERS	RESULTS	MEDS	LABS
TEST, ADMISSION Remove coverage	M	10/01/1995 Age - 14 yrs	KH BGH KH BGH B15N B1515 D LOS - 94.18	10/23/2004 8:51:00 AM 1/25/2005 1:09:00 PM Home	I	ATN-HASSETT ADM-HASSETT REF-	Demo	Flow	Dict	Orders	Results	Meds	Lab Cum

There are four different sections available:

1. **Patient Information:** These first 3 columns display the patients name, sex and date of birth.
2. **Visit Information:** These next 3 columns display information about which site the patient is/was at and what Unit he/she they were/are staying in. It also contains Admit and Discharge dates and times as well as the type of visit.
3. **Physicians:** This single column displays some of the physicians who are related to that specific patient's encounter.
  - All physicians can be displayed by clicking the **Demo** link and scrolling to the bottom of the page.
4. **Links:** This is where you can view clinical information related to the patient and to this specific encounter. This explained in detail beginning on the following page.

## Viewing Clinical Information

After searching and displaying the Patient List, you will notice there are several links and corresponding tabs available to assist with viewing Clinical Information. (These tabs are briefly explained on page 10.) This section will go through each of these clinical areas and explain them in depth. In order to access these clinical areas, it is important to understand how the links and tabs work.



The screenshot shows the 'infoClique physician' interface. At the top is a navigation bar with tabs: Home, Main, Contacts, News, CPI, Resources, Forms, Patients, Demo, Flow, Dictation, Orders, Results, Meds, Labs, and Exit. Below this is the 'Patient List' section. A box labeled 'Tabs' points to the navigation bar, and a box labeled 'Links' points to the 'Results' tab. Below the Patient List is a table with patient information and visit details.

PATIENT INFORMATION			VISIT INFORMATION		PHYSICIANS		LINKS						
PATIENT NAME	SEX	DOB	LOCATION	ADM/D SCH DATE	TYPE	ATN/ADM/REF	DEMO	FLOW	DICT	ORDERS	RESULTS	MEDS	LABS
ZZZZTEST, TIMER2	M	08/23/1955 Age - 55 yrs	BEECHWOOD NH BEECHWOOD NH Beechwd Unit1A 101 D LOS - 716.70	2/12/2008 4:57:00 PM	I	ATN-KRABILL ADM-REF-	Demo	Flow	Dict	Orders	Results	Meds	Lab Cum

The tabs (as shown above) are not enabled while viewing a list of Patients or viewing a list of Encounters. The only time these tabs are enabled is once you are already viewing clinical information for the patient. See the examples below for clarification.

### You Can:

If you are currently viewing Dictation, and would like to view Results, then you can click the Results tab to view Results for the patient.

### You Can't:

If you are inside the patient list (as shown above) and wish to go to Results, you can't click the tab. Instead you will need to click the **Results** link for the patient.

## Viewing Clinical Information (Cont.)


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### Demographics

#### What is Available for Viewing?

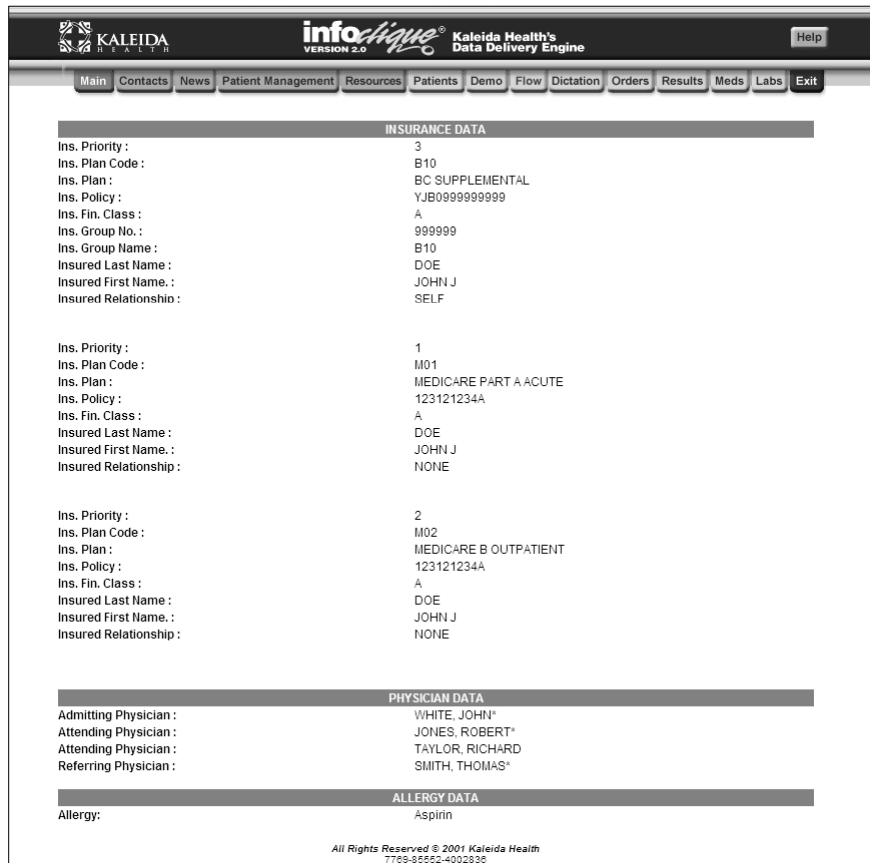
- **Name and Address Data**: This area contains information such as **Home Phone Number**, among other general information about the patient.
- **Visit Data**: This area contains information such as **Chief Complaint** and **Facility**, among other information related to the patient's visit.
- **Emergency Contact Data**: This area contains the **Relationship** and **Home Phone** of the emergency contact for the patient.
- **Guarantor Data**: This area contains information such as **Home Phone Number** and **Name**, among other general information about the guarantor.
- **Insurance Data**: This area contains information such as **Primary Insurance** and **Secondary Insurance**, among other specific information needed for appropriate claim billing purposes.
- **Physician Data**: This area lists all providers related to the patient.
- **Allergy Data**: This area contains documented allergy information of the patient.

#### How Do I Access Demographics?

1. Before beginning, make sure the appropriate patient is displayed in the **Patient List** on the screen.
  - If you need assistance with this, review the **Performing Searches** chapter, beginning on page 12.
  - Click the **Demo**  tab instead, if you are already inside the patient's record, in another location.
2. Click the **Demo** link in the patient's row on the list.

## Viewing Clinical Information (Cont.)

- The EMPI Demographic Information is displayed.



The screenshot displays the InfoClique software interface, titled "Kaleida Health's Data Delivery Engine". The interface includes a navigation bar with tabs: Main, Contacts, News, Patient Management, Resources, Patients, Demo, Flow, Dictation, Orders, Results, Meds, Labs, and Exit. The "Main" tab is selected.

The main content area is divided into three sections:

### INSURANCE DATA

Ins. Priority :	3
Ins. Plan Code :	B10
Ins. Plan :	BC SUPPLEMENTAL
Ins. Policy :	YJB099999999
Ins. Fin. Class :	A
Ins. Group No. :	999999
Ins. Group Name :	B10
Insured Last Name :	DOE
Insured First Name. :	JOHN J
Insured Relationship :	SELF

Ins. Priority :	1
Ins. Plan Code :	M01
Ins. Plan :	MEDICARE PART A ACUTE
Ins. Policy :	123121234A
Ins. Fin. Class :	A
Insured Last Name :	DOE
Insured First Name. :	JOHN J
Insured Relationship :	NONE

Ins. Priority :	2
Ins. Plan Code :	M02
Ins. Plan :	MEDICARE B OUTPATIENT
Ins. Policy :	123121234A
Ins. Fin. Class :	A
Insured Last Name :	DOE
Insured First Name. :	JOHN J
Insured Relationship :	NONE



### PHYSICIAN DATA

Admitting Physician :	WHITE, JOHN*
Attending Physician :	JONES, ROBERT*
Attending Physician :	TAYLOR, RICHARD
Referring Physician :	SMITH, THOMAS*

### ALLERGY DATA

Allergy:	Aspirin
----------	---------

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7709-85552-4002836

- Review the information as necessary by using the scroll bar on the right.
- Optional:** To view another area, click the desired tab at the top of the InfoClique window.
- Optional:** To perform a new search, click the **Main**  tab. Otherwise, if you wish to exit, click the **Exit**  tab.

## Viewing Clinical Information (Cont.)


### Flow

#### What is Available for Viewing?



Patient Flow information is in a table format, with the most recent visit information in the top row, moving backwards to the bottom row which contains the most historical visit information. Overall, it describes the patient's physical movement within Kaleida, including admission, transfer and discharge information. The columns are further explained:

- **Transaction Date/Time:** This area contains the date and time stamp of when this documentation took place.
- **Time:** This area contains the total length of stay for the patient and will also display "**Discharged**" if they have been discharged
- **Location:** This area contains the name of the hospital and unit the patient was at and the time of arrival.
- **PT Type:** This area displays what type of visit the patient was. (Example: Inpatient, Outpatient, PreAdmit, Emergency etc....)

#### How Do I Access Flow?

1. Before beginning, make sure the appropriate patient is displayed in the **Patient List** on the screen.
  - If you need assistance with this, review the **Performing Searches** chapter, beginning on page 12.
  - Click the **Flow**  tab instead, if you are already inside the patient's record, in another location.
2. Click the **Flow** link in the patient's row on the list.
  - The **Patient History (Flow)** is displayed.

Patient History			
DOE, JOHN J			
TRANSACTION DATE/TIME	TIME	LOCATION	PT TYPE
4/3/01 10:24:00 AM	2 days 3.63 hrs. Discharged	MFHS GATES G8W 0857 A	INPATIENT
4/3/01 8:44:00 AM	1.67 hrs.	MFHS GATES GURL	AMBULATORYPROCEDURE

3. Review the information as necessary by using the scroll bar on the right.
4. **Optional:** To view another area, click the desired tab at the top of the InfoClique window.
5. **Optional:** To perform a new search, click the **Main**  tab. Otherwise, if you wish to exit, click the **Exit**  tab.


## Viewing Clinical Information (Cont.)

### Dictation

#### What is Available for Viewing?

Dictated Reports are available from the Cerner system as well as the archived dictation database. If you need access to a dictated report that is not available within InfoClique follow your normal departmental procedures for accessing those reports (phone call, etc.) When viewing Dictated Reports within InfoClique, remember **these reports should be considered unverified**. Dictation reports are stored in a table format with a description of the report, the facility it derived from and the transaction date the report was processed.

#### How Do I Access Dictation?

- Before beginning, make sure the appropriate patient is displayed in the **Patient List** on the screen.
  - If you need assistance with this, review the **Performing Searches** chapter, beginning on page 12.
  - Click the **Dictation**  tab instead, if you are already inside the patient's record, in another location.
- Click the **Dictation** link in the patient's row on the list.
  - The **Dictated Reports** table is displayed.

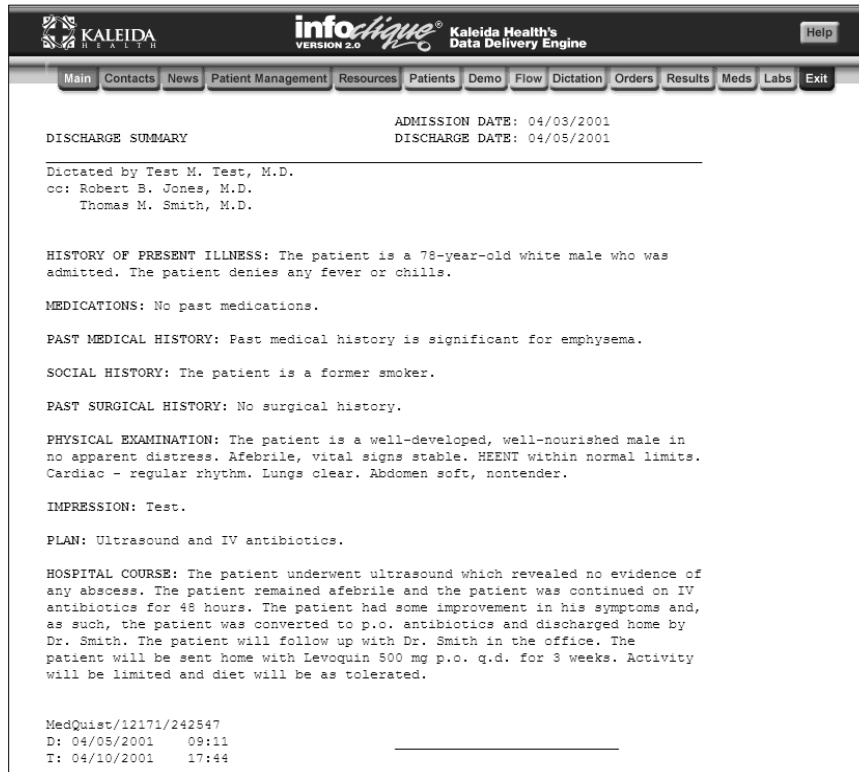
Dictation			
REPORT DESC.	FACILITY	DATE	DICT. SYSTEM
Endoscopy	KH SUBURBAN	2/25/2010 8:14:00 AM	Dictaphone
Consultation	KH SUBURBAN	2/24/2010 1:00:00 PM	Dictaphone
Consultation	KH SUBURBAN	2/17/2010 9:19:00 AM	Dictaphone
Infectious Disease Consultation	KH SUBURBAN	2/15/2010 12:36:00 PM	Dictaphone
Operative Report	KH SUBURBAN	2/12/2010 1:48:00 PM	Dictaphone
Consultation	KH SUBURBAN	2/12/2010 9:58:00 AM	Dictaphone
ED MD Note	KH SUBURBAN	2/8/2010 7:55:00 PM	Dictaphone
ED Misc	KH SUBURBAN	2/8/2010 7:10:00 PM	Dictaphone
ED Triage	KH SUBURBAN	2/8/2010 6:02:00 PM	Dictaphone
Discharge Summary	KH SUBURBAN	1/28/2010 8:53:00 AM	Dictaphone
Operative Report	KH SUBURBAN	1/24/2010 3:21:00 PM	Dictaphone

- In the **Report Desc.** column, click the name of the dictated report you wish to preview.



## Viewing Clinical Information (Cont.)

- The dictated report displays. (Below is an example of a Discharge Summary.)



The screenshot shows the InfoClinique software interface. At the top, there is a header bar with the Kaleida Health logo, the text "infoClinique VERSION 2.0", and "Kaleida Health's Data Delivery Engine". Below the header is a navigation menu with tabs: Main, Contacts, News, Patient Management, Resources, Patients, Demo, Flow, Dictation, Orders, Results, Meds, Labs, and Exit. The "Main" tab is currently selected. The main content area displays a "DISCHARGE SUMMARY" for a patient. The summary includes the following information:

ADMISSION DATE: 04/03/2001  
DISCHARGE DATE: 04/05/2001

Dictated by Test M. Test, M.D.  
cc: Robert B. Jones, M.D.  
Thomas M. Smith, M.D.

**HISTORY OF PRESENT ILLNESS:** The patient is a 78-year-old white male who was admitted. The patient denies any fever or chills.

**MEDICATIONS:** No past medications.

**PAST MEDICAL HISTORY:** Past medical history is significant for emphysema.

**SOCIAL HISTORY:** The patient is a former smoker.

**PAST SURGICAL HISTORY:** No surgical history.



**PHYSICAL EXAMINATION:** The patient is a well-developed, well-nourished male in no apparent distress. Afebrile, vital signs stable. HEENT within normal limits. Cardiac - regular rhythm. Lungs clear. Abdomen soft, nontender.

**IMPRESSION:** Test.

**PLAN:** Ultrasound and IV antibiotics.

**HOSPITAL COURSE:** The patient underwent ultrasound which revealed no evidence of any abscess. The patient remained afebrile and the patient was continued on IV antibiotics for 48 hours. The patient had some improvement in his symptoms and, as such, the patient was converted to p.o. antibiotics and discharged home by Dr. Smith. The patient will follow up with Dr. Smith in the office. The patient will be sent home with Levoquin 500 mg p.o. q.d. for 3 weeks. Activity will be limited and diet will be as tolerated.

MedQuest/12171/242547  
D: 04/05/2001 09:11  
T: 04/10/2001 17:44

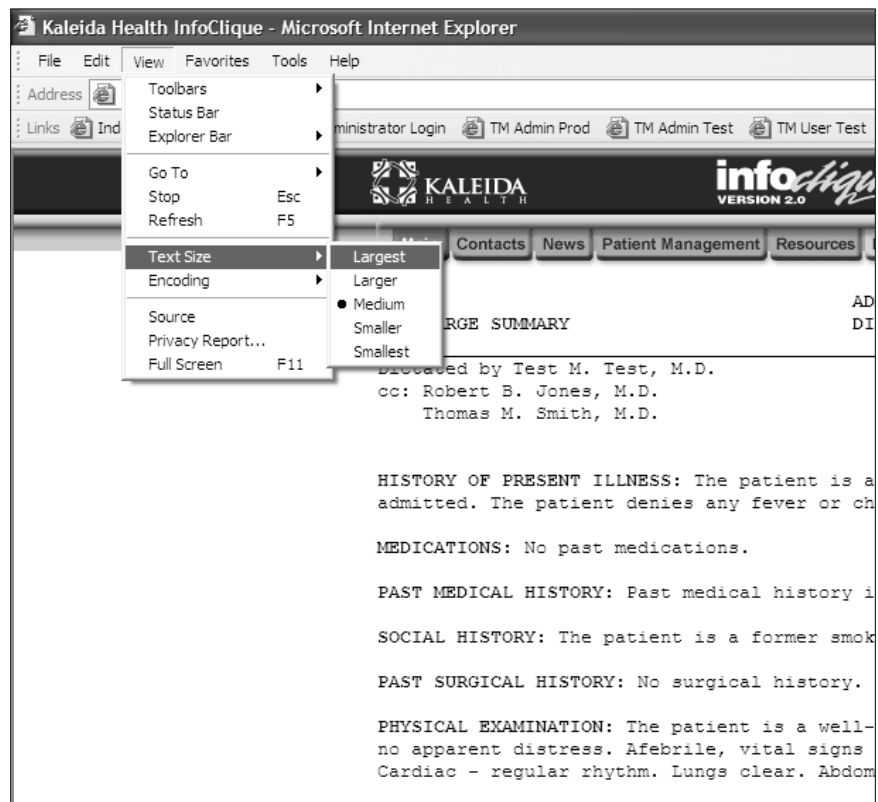
- Review the information as necessary by using the scroll bar on the right.
- Optional:** To view another area, click the desired tab at the top of the InfoClinique window.
- Optional:** To perform a new search, click the **Main**  tab. Otherwise, if you wish to exit, click the **Exit**  tab.

## Viewing Clinical Information (Cont.)

### Enlarge the Text of a Dictated Report

This will illustrate how to enlarge the text of a dictated report using Internet Explorer as your Web browser. If you have a different browser, utilize the help menu provided by your Web browser instead.

1. Display the Dictated Report on your screen.
2. From the **Menu** bar at the top of Internet Explorer, click the **View** menu.



3. Click **Text size** from the expanded **View** menu.
  - A submenu with various text size choices is displayed.
4. Click the desired text size.
  - The text size of the dictated report has been resized according to your selection.
5. Optional: If you wish to print the report see page **26**


## Viewing Clinical Information (Cont.)

### Orders

#### What is Available for Viewing?

- **Order #:** This is the unique identification number of the order that was placed. Clicking on the order number with a Completed status will display the results of the order.
- **Department:** This area contains the name of the department that placed the order.
- **Order Status:** This is the current status of the order, which can be in an **Ordered** or **Completed** status.
- **Order Detail:** This contains all of the required information that was placed on the order. (Example: Priority or Routine, Duration, Modifiers etc...)

#### How Do I Access Orders?

1. Before beginning, make sure the appropriate patient is displayed in the **Patient List** on the screen.
  - If you need assistance with this, review the **Performing Searches** chapter, beginning on page 12.
  - Click the **Orders**  tab instead, if you are already inside the patient's record, in another location.
2. Click the **Orders** link in the patient's row on the list.
  - The **Orders** table is displayed.

ME0002 - 4/18/01 3:41:29 PM

Order Display				
DOE, JOHN J				
ORDER#	DEPARTMENT	ORDER	ORDER STATUS	ORDER DETAIL
39954715	General Laboratory	CBC	COMPLETED	Priority, 04/03/01 12:00, Once, Duration 1, Days
39954614	Diets	Regular Diet	ORDERED	Routine, 04/03/01 11:29, Modifier(s): None, Fluid Restriction: None Dietary Fluid Allowance: na, Regular Consistency, Allergies: None
39948187	Microbiology	Urine Culture	COMPLETED	Routine, 04/03/01 10:26, Once, Source: Urine - Clean Catch, voided

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7769-85552-4002836

## Viewing Clinical Information (Cont.)

3. Review the information as necessary by using the scroll bar on the right.
4. If the order is in a **Completed** status, click the **Order #** link to view the results of the order
  - Below is an example of the results for a **CBC** and **Urine Culture** order.

**Result Display**  
DOE, JOHN J  
MRN: 99999999

\* To graph numerical results click on result name \*

RESULT	COLLECT DATE/TIME	RESULT VALUE	HIGH/LOW
CBC	6/5/2004 5:00:00 AM		
Accession:000002004157001197			
Leukocytes - WBC		11.8	
Erythrocytes - RBC		3.04	
Hemoglobin - Click on this one for graph		9.5	
Hematocrit		27.4	
Erythrocyte Mean Corpuscular Volume		90.2	
Erythrocyte Mean Corpuscular Hemoglobin		31.3	
Erythrocyte			
Erythrocyte			
Platelets			
Platelet Mtd			

**Result Display**  
DOE, JOHN J

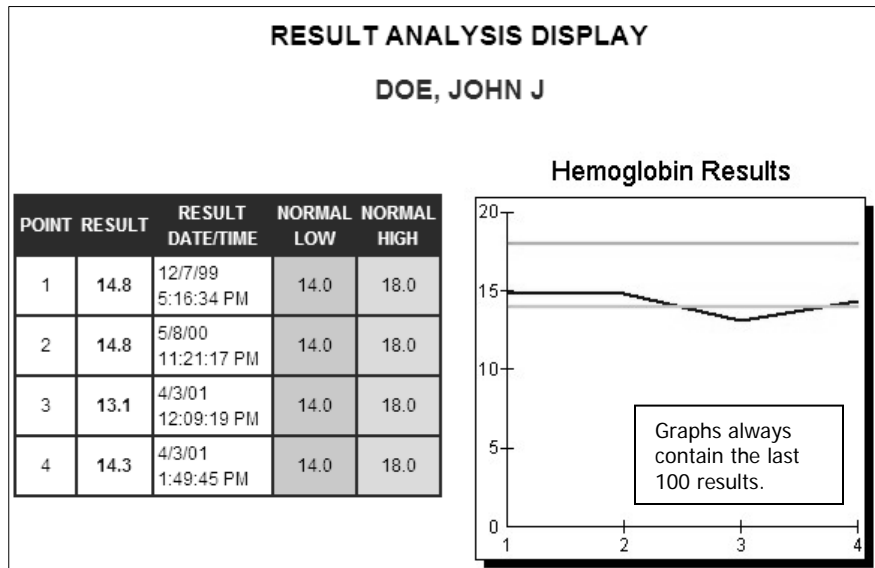
\* To graph numerical results click on result name \*

RESULT	RESULT DATE/TIME	STATUS
Urine Culture	4/3/01 10:26:00 AM	Auth (Verified)
No Susceptibilities		

-----Final Result-----  
NO GROWTH AT 1,000 CFU/ML

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7769-85552-4002836

Clicking the name of the result may display a graph. See the image below.



5. **Optional:** If the Result contains a graphing link, it can be clicked to display a graphical result instead of a text result.
6. **Optional:** To view another area, click the desired tab at the top of the InfoClique window.
7. **Optional:** To perform a new search, click the **Main** Main tab. Otherwise, if you wish to exit, click the **Exit** Exit tab.


## Viewing Clinical Information (Cont.)

### Results

#### What is Available for Viewing?

A complete listing of results is available for the patient. These results are displayed in a columnar format with each documented event in its own date/time column. It is possible to date range to customize which dates and times are displayed for results. **The default is to display results which have occurred in the past 6 days.** The types of results that are displayed vary depending on the patient

#### How Do I Access Results?

- Before beginning, make sure the appropriate patient is displayed in the **Patient List** on the screen.
  - If you need assistance with this, review the **Performing Searches** chapter, beginning on page 12.
  - Click the **Results**  tab instead, if you are already inside the patient's record, in another location.
- Click the **Results** link in the patient's row on the list.
  - The **Results** table is displayed.

Default date range is the last 6 days.


Quick Links		Date Search		Other Queries	
COMPLETE BLOOD COUNT	6/2/2004 05:00	6/2/2004 05:00	to 6/8/2004 05:00	AP Diagnosis Summary	Run Query
		Results for Dates	Results for Encounter		

Events	6/5/2004 05:00	6/4/2004 14:02	6/3/2004 12:59	6/3/2004 00:01	6/3/2004 00:01	6/2/2004 20:37	6/2/2004 09:53	6/2/2004 05:00
<b>COMPLETE BLOOD COUNT</b>	<a href="#">Back to Top</a>							
Leukocytes - WBC	H 11.8 x10 <sup>9</sup> /L		H 12.6 x10 <sup>9</sup> /L			H 11.7 x10 <sup>9</sup> /L		8.4 x10 <sup>9</sup> /L
Erythrocytes - RBC	L 3.04 x10 <sup>12</sup> /L		L 3.08 x10 <sup>12</sup> /L			L 3.15 x10 <sup>12</sup> /L		L 2.15 x10 <sup>12</sup> /L
Hemoglobin - Click on this one for graph	L 9.5 g/dL		L 9.6 g/dL			L 9.9 g/dL		L 7.2 g/dL
Hematocrit	L 27.4 %		L 28.0 %			L 28.6 %		L 20.8 %

- Review the information as necessary by using the scroll bar on the right.

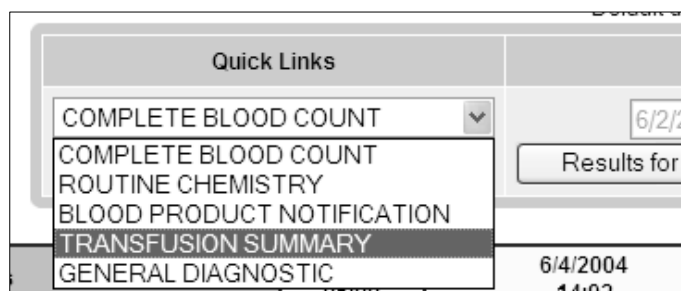
#### Apply a Date Range to the Result View

- Click the calendar  icon next to the first criteria box in the **Date Search** area at the top of the table.
- Select the appropriate date.
- Repeat steps 1 and 2 for the second criteria box.
- Click the **Results for Dates** button.
  - The new results display based upon the date range selected.

## Viewing Clinical Information (Cont.)

### Use Quick Links to Jump to a Specific Result Category

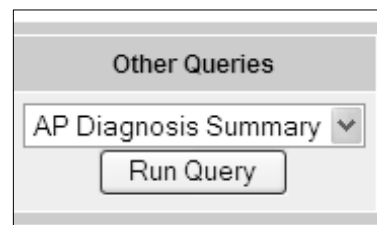
1. Click the drop-down in the **Quick Links** area at the top of the table.
2. Select the desired result category that is available.



- This list is dynamic and displays the categories unique to this patient's specific results.
  - The **Results** table now displays the category that was selected on the screen.
3. Scroll up the page to see all the results once more.

### View AP Diagnosis Summary Pathology Reports



1. Verify **AP Diagnosis Summary** is selected in the drop-down located in the **Other Queries** area at the top of the table.



2. Click the **Run Query** button.
- The **AP Pathology Summary** report displays, keep in mind this does not reflect the full report. Return to **Results** to view the full Pathology report.


Result Display		
DOE, JOHN J		
MRN: 99999999		
NOTE: this page contains a summarization of AP pathology reports. It DOES NOT reflect the FULL report. Please go through the RESULTS tab to view the FULL Pathology report.		
RESULT	COLLECT DATE/TIME	STATUS
NGYN Dx: CH-03-0000982 Accession: 00000CH20030000982	4/29/2003 17:19	Auth (verified)
<b>Diagnosis</b> Right Hip Aspiration for Cytology: Negative for Malignancy.		
Screened by: NMG, LLB 04/29/2003 08:30 LUCIA L BALOS MD (Electronically signed) 04/29/2003 17:19 <b>Clinical Information</b> Clinical History: Rt. THR failed Specimen: Rt hip aspiration Gross Description: 10 ml clear orange fluid		

## Viewing Clinical Information (Cont.)

- Optional:** To view another area, click the desired tab at the top of the InfoClique window.
- Optional:** To perform a new search, click the **Main**  tab. Otherwise, if you wish to exit, click the **Exit**  tab.

### Access PACS from within Results

PACS is available to view radiology images, with the exception of mammography. This manual does not provide training related to PACS.

- PACS requires an assigned user ID and password to be granted. See page 5 for information on requesting a sign on and password.
- Before beginning, make sure the appropriate patient is displayed in the **Patient List** on the screen.
    - If you need assistance with this, review the **Performing Searches** chapter, beginning on page 12.
    - Click the **Results**  tab instead, if you are already inside the patient's record, in another location.
  - Click the **Results** link in the patient's row on the list.
    - The **Results** table is displayed.

Default date range is the last 6 days.

Quick Links		Date Search		Other Queries	
COMPLETE BLOOD COUNT	6/2/2004	to	6/8/2004	AP Diagnosis Summary	
6/5/2004 05:00		Results for Dates	Results for Encounter	Run Query	

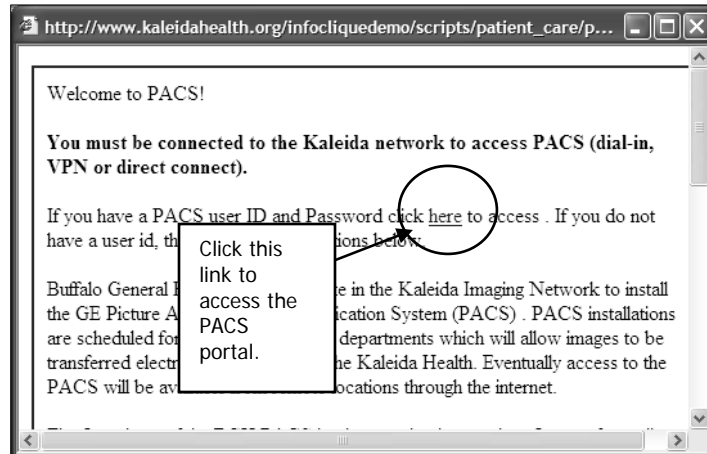
  

Events	6/5/2004 05:00	6/4/2004 14:02	6/3/2004 12:59	6/3/2004 00:01	6/3/2004 00:01	6/2/2004 20:37	6/2/2004 09:53	6/2/2004 05:00
<b>COMPLETE BLOOD COUNT</b>	Back to Top							
Leukocytes - WBC	H 11.8 x10 <sup>9</sup> /L		H 12.6 x10 <sup>9</sup> /L			H 11.7 x10 <sup>9</sup> /L		8.4 x10 <sup>9</sup> /L
Erythrocytes - RBC	L 3.04 x10 <sup>12</sup> /L		L 3.08 x10 <sup>12</sup> /L			L 3.15 x10 <sup>12</sup> /L		L 2.15 x10 <sup>12</sup> /L
Hemoglobin - Click on this one for graph	L 9.5 g/dL		L 9.6 g/dL			L 9.9 g/dL		L 7.2 g/dL
Hematocrit	L 27.4 %		L 28.0 %			L 28.6 %		L 20.6 %

- Click the drop-down in the **Other Queries** section.
- Click to select **PACS**.
- Click the **Run Query** button.

## Viewing Clinical Information (Cont.)

- A **Welcome to PACS** message displays.



6. In this message, locate the hyperlink (shown circled in the image above) and click it.
7. The **PACS** portal displays.




8. Follow your standard procedures to log in and get started or to close the application when you are finished.



## Viewing Clinical Information (Cont.)

### View Tracemaster ECGs

It is important to note that Tracemaster ECG's are for **historical** viewing only **within** the Kaleida Health network. You can view Tracemaster ECG's that occurred **prior** to May 2009 only. If you need access to view PowerChart ECG's, see page 5 for information.

- Before beginning, make sure the appropriate patient is displayed in the **Patient List** on the screen.
  - If you need assistance with this, review the **Performing Searches** chapter, beginning on page 12.
  - Click the **Results**  tab instead, if you are already inside the patient's record, in another location.
- Click the **Results** link in the patient's row on the list.
  - The **Results** table is displayed.

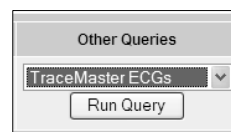
Default date range is the last 6 days.

Quick Links		Date Search		Other Queries	
COMPLETE BLOOD COUNT	6/5/2004 05:00	6/2/2004	to 6/8/2004	AP Diagnosis Summary	Run Query
		Results for Dates	Results for Encounter		



  

Events	6/5/2004 05:00	6/4/2004 14:02	6/3/2004 12:59	6/3/2004 00:01	6/3/2004 00:01	6/2/2004 20:37	6/2/2004 09:53	6/2/2004 05:00
<b>COMPLETE BLOOD COUNT</b>	Back to Top							
Leukocytes - WBC	H 11.8 x10 <sup>9</sup> /L		H 12.6 x10 <sup>9</sup> /L			H 11.7 x10 <sup>9</sup> /L		8.4 x10 <sup>9</sup> /L
Erythrocytes - RBC	L 3.04 x10 <sup>12</sup> /L		L 3.08 x10 <sup>12</sup> /L			L 3.15 x10 <sup>12</sup> /L		L 2.15 x10 <sup>12</sup> /L
Hemoglobin - Click on this one for graph	L 9.5 g/dL		L 9.6 g/dL			L 9.9 g/dL		L 7.2 g/dL
Hematocrit	L 27.4 %		L 28.0 %			L 28.6 %		L 20.8 %

- Click the drop-down in the **Other Queries** section.
- Click to select **Tracemaster ECGs**.
- Click the **Run Query** button.



Active TraceMaster Reports		
REPORT DATE	INSTITUTION	DEPARTMENT
06/07/2004 13:35:18	Kaleida Buffalo General Hospital	Cardiopulmonary

- Click the **Report Date** link in the first column to display the Tracemaster ECG report.
  - The report displays.
- Optional:** To view another area, click the desired tab at the top of the InfoClique window.
- Optional:** To perform a new search, click the **Main**  tab. Otherwise, if you wish to exit, click the **Exit**  tab.

## Viewing Clinical Information (Cont.)

---


### Medications

#### What is Available for Viewing?

A complete listing of medications is available for the patient. This includes **Kaleida Ordered Medications** as well as **Home Medications**. There is also a drop-down available to quickly locate **Kaleida Ordered** and **Home Medications**. (If there are no home medications recorded, the drop-down is not visible.) All information is viewed in a table format. The columns are explained below.

- **Date/Time**: In regards to **Kaleida Ordered Medications**, this is the date and time of the order. In regards to **Home Medications**, this is the date and time the information became known to Kaleida Health and documented.
- **Details**: This is a clickable link which displays for both **Kaleida Ordered** and **Home Medications** respectively. This contains the details of the medication. These include things such as Dose, Route, and Frequency. It also contains the ingredients of the medication.
- **Order**: For both **Kaleida Ordered** and **Home Medications**, this is the name of the medication.
- **Order Status**: In regards to **Kaleida Ordered Medications**, this states whether the medication has been **Ordered** or **Discontinued**. In regards to **Home Medications**, this states that the medication has been **Documented** in the patients EMR.
- **Order Detail**: This contains the same information found by clicking the **Details** link in the **Details** column.

#### How Do I Access Medications?

1. Before beginning, make sure the appropriate patient is displayed in the **Patient List** on the screen.
  - If you need assistance with this, review the **Performing Searches** chapter, beginning on page 12.
  - Click the **Meds**  tab instead, if you are already inside the patient's record, in another location.

## Viewing Clinical Information (Cont.)

- Click the **Meds** link in the patient's row on the list.
  - The **Kaleida Ordered Medications** table and the **Home Medications** table displays.

**Medication Display**  
**DOE, JOHN**

\*\* To perform a search against the MicroMedex database click on the medication name. \*\*  
 The search will be on the first word of the drug name, you can modify the search on the MicroMedex page if you wish.  
 To return to the Medication list, after the search, click on the Meds button.

Choose Quick Link - ▼

**Ordered Medications**

DATE/TIME	DETAILS	ORDER	ORDER STATUS	ORDER DETAIL
10/27/2009 2:07:00 PM	<a href="#">Details</a>	NITROGLYCERIN OINTMENT 2%	ORDERED	0.5 in. TOP, NOW, 10/27/09 14:07:00 Physician Stop, 241208
10/27/2009 2:07:00 PM	<a href="#">Details</a>	ONDANSETRON INJ	ORDERED	4 mg, IV, q8h, PRN, 10/27/09 14:07:00, 562220
10/27/2009 10:03:00 AM	<a href="#">Details</a>	MYCOPHENOLATE MOFETIL	ORDERED	500 mg, ORAL, TID, 10/27/09 10:15:00, 924400
10/27/2009 8:31:00 AM	<a href="#">Details</a>	FUROSEMIDE	ORDERED	40 mg, ORAL, BID, 10/27/09 8:45:00, 402800
10/27/2009 8:31:00 AM	<a href="#">Details</a>	NITROGLYCERIN SL TAB	ORDERED	0.4 mg, SUBL, Q5MINP, PRN, 10/27/09 8:31:00, 241208
10/27/2009 8:31:00 AM	<a href="#">Details</a>	OMEPRAZOLE	ORDERED	20 mg, ORAL, AC B, 10/27/09 8:45:00, 562836
10/27/2009 8:30:00 AM	<a href="#">Details</a>	ASPIRIN, CHEWABLE	ORDERED	81 mg, ORAL, DAILY, 10/27/09 8:45:00, 280804
10/27/2009 8:30:00 AM	<a href="#">Details</a>	LISINOPRIL	ORDERED	20 mg, ORAL, DAILY, 10/27/09 8:45:00, 243204
10/27/2009 8:30:00 AM	<a href="#">Details</a>	SERTRALINE	ORDERED	25 mg, ORAL, DAILY, 10/27/09 8:45:00, 281604
10/27/2009 8:28:00 AM	<a href="#">Details</a>	FLUTICASON- SALMETEROL 250/50	ORDERED	1 puff, INHL, BID, 10/27/09 8:30:00, 121208
10/27/2009 1:00:00 AM	<a href="#">Details</a>	ALBUTEROL HFA INHALER	ORDERED	2 puff, INHL, Q4H, PRN, 10/27/09 1:00:00, 121208
10/27/2009 1:00:00 AM	<a href="#">Details</a>	MED RECONCILIATION FORM REC'D	ORDERED	1 doses, MISC, DAILY, 10/27/09 1:15:00, 920000
10/27/2009 12:57:00 AM	<a href="#">Details</a>	HEPARIN	ORDERED	5000 unit, SQ, Q8H, 10/27/09 1:00:00 Physician Stop, 201204
10/27/2009 8:31:00 AM	<a href="#">Details</a>	ONDANSETRON INJ	DISCONTINUED	4 mg, IV, Q8H, PRN, 10/27/09 8:31:00, 562220
10/27/2009 8:29:00 AM	<a href="#">Details</a>	MYCOPHENOLATE MOFETIL	DISCONTINUED	500 mg, ORAL, BID, 10/27/09 8:30:00, 924400

**Home Medications**

DATE/TIME	DETAILS	ORDER	ORDER STATUS	ORDER DETAIL
10/24/2009 11:57:07 PM	<a href="#">Details</a>	albuterol	DOCUMENTED	2 puff, inhalation, PRN as needed for wheezing, SOB

- Review the information as necessary by using the scroll bar on the right.
  - Details** can be viewed by either reading the last column, or clicking the **Details** link in the **Details** column.

DATE/TIME	DETAILS	ORDER	ORDER STATUS	ORDER DETAIL
3/27/2002 4:52:00 PM	<a href="#">Details</a>	HEPARIN / D5W	ORDERED	25000unit/250ML, IV, PRN, 03/27/02 17:00:00
3/27/2002 12:12:00 PM	<a href="#">Details</a>	SODIUM CHLORIDE	ORDERED	2 GM / 2 TAB, ORAL, Q8H, 03/27/02 16:00:00
3/27/2002 12:11:00 PM	<a href="#">Details</a>	MAGNESIUM SULFATE INJ + (MORE INJURED.)	ORDERED	12 GM / 24 ML, IV, X1, 03/27/02 13:00:00 Physician Stop
3/27/2002 10:36:00 AM	<a href="#">Details</a>	CLOPIDOGREL	ORDERED	75 MG / 1 TAB, ORAL, DAILY, 03/27/02 10:45:00
3/27/2002 8:59:00 AM	<a href="#">Details</a>	FAMOTIDINE	ORDERED	20 MG / 1 TAB, ORAL, BID, 03/27/02 09:00:00

**Ordered Medication Details**  
**MAGNESIUM SULFATE INJ + (MORE INJURED.)**  


---

**Details**  
 Strength/Dose Unit: 12 GM / 24 ML  
 Route of Administration: IV  
 Frequency: X1  
 PRN: Q8CH  
 Rate: 0022.9 ML/Hr  
 Requested Start Date/Time: 03/27/02 13:00:00  
 Stop Date/Time: 03/28/02 00:00:00  
 Stop Type: Physician Stop  


---

**Ingredients**  
 MAGNESIUM SULFATE INJ 12 g  
 SODIUM CHLORIDE 0.9% INJ 500 mL

- Optional:** To view another area, click the desired tab at the top of the InfoClique window.
- Optional:** To perform a new search, click the **Main** Main tab. Otherwise, if you wish to exit, click the **Exit** Exit tab.

## Account Maintenance

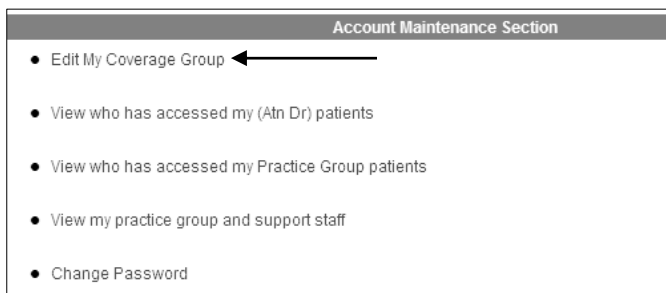
The Account Maintenance provides several methods to help maintain your Info Clique Account. The section is located at the bottom of the Main page. This chapter provides you with instructions how to use each of the available features.

### Edit My Coverage Group

In the event that you are covering for another physician, you have the capability to add another physician's patients to your **Covered Patients** list. This is done by adding the physician to the **Physicians in Coverage Group**.

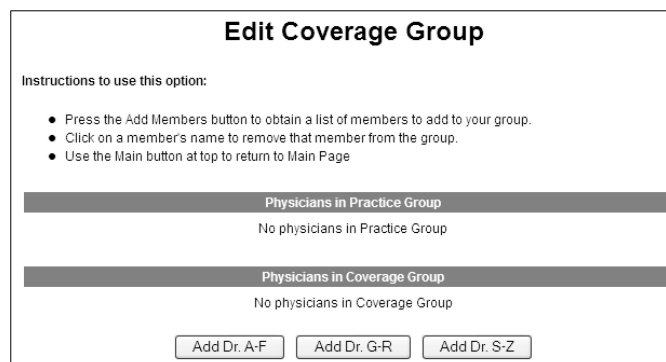
#### Add a Physician

- Before beginning, make sure you have signed into Info Clique and are on the **Main** page.
  - If you need assistance with this, see page 6.
- Scroll to the bottom of the **Main** page and locate the **Account Maintenance Section**.
- Click the first link, **Edit My Coverage Group**.



The screenshot shows a box titled "Account Maintenance Section". Inside, there is a list of links: "Edit My Coverage Group", "View who has accessed my (Atn Dr) patients", "View who has accessed my Practice Group patients", "View my practice group and support staff", and "Change Password". An arrow points to the first link, "Edit My Coverage Group".

- Edit Coverage Group** displays

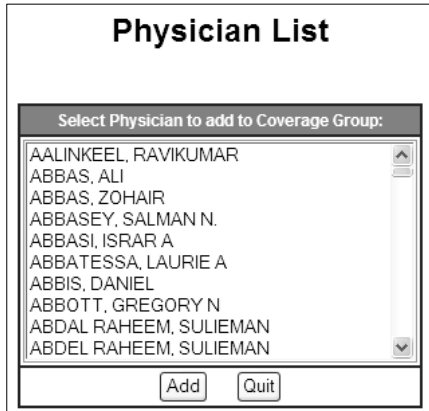


The screenshot shows the "Edit Coverage Group" page. It includes instructions: "Press the Add Members button to obtain a list of members to add to your group.", "Click on a member's name to remove that member from the group.", and "Use the Main button at top to return to Main Page". Below the instructions are two sections: "Physicians in Practice Group" showing "No physicians in Practice Group" and "Physicians in Coverage Group" showing "No physicians in Coverage Group". At the bottom are three buttons: "Add Dr. A-F", "Add Dr. G-R", and "Add Dr. S-Z".

- Click the appropriate add button based on the physicians last name that you wish to add.

## Account Maintenance (Cont.)

- For example, to add Dr. White, click the **Add Dr. S-Z** button.
5. The **Physician List** displays a listing of physicians whose last name fall within the button group that was selected.



**Physician List**

Select Physician to add to Coverage Group:

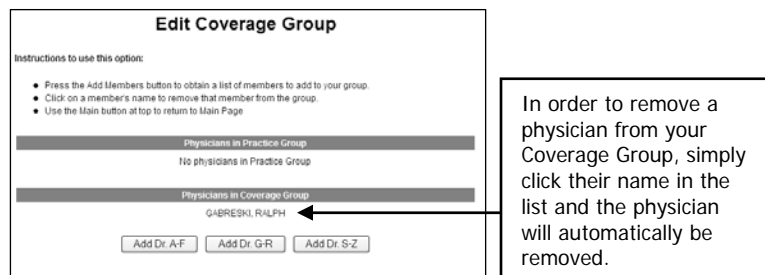
AALINKEEL, RAVIKUMAR
ABBAS, ALI
ABBAS, ZOHAI
ABBASEY, SALMAN N.
ABBASI, ISRAR A
ABBATESSA, LAURIE A
ABBIS, DANIEL
ABBOTT, GREGORY N
ABDAL RAHEEM, SULIEMAN
ABDEL RAHEEM, SULIEMAN

Add Quit

6. Click to select the appropriate physician.
7. Click the **Add** button.
  - A message displays stating the Doctor was added to the coverage group.
8. Click the **Quit** button.
  - The physician now displays in the **Physician Coverage Group** setting.

### Remove a Physician

1. Follow steps 1-3 of the previous exercise (**Adding a Physician**).
  - The physician is displayed in the **Physicians in Coverage Group** section.



**Edit Coverage Group**

Instructions to use this option:

- Press the Add Members button to obtain a list of members to add to your group.
- Click on a member's name to remove that member from the group.
- Use the Main button at top to return to Main Page

<b>Physicians in Practice Group</b>	
No physicians in Practice Group	
<b>Physicians in Coverage Group</b>	
GABRESKI, RALPH	←

Add Dr. A-F Add Dr. G-R Add Dr. S-Z

In order to remove a physician from your Coverage Group, simply click their name in the list and the physician will automatically be removed.

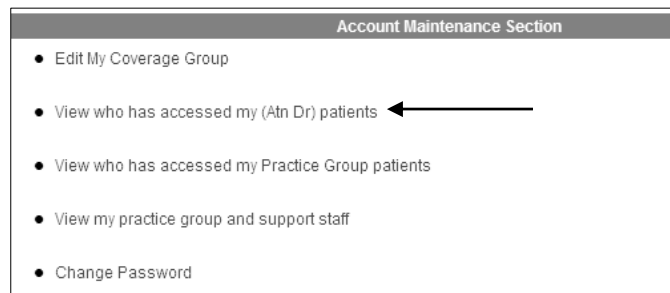
2. To **remove** the Physician from the coverage group click the Physicians name in the **Physicians in Coverage Group**.

## Account Maintenance (Cont.)

### View who has Accessed my (Atn Dr) Patients

This link will display a list of individuals who are viewing the Attending Physicians patients. You can authorize individual records or you can authorize all records to be viewed by making the appropriate selections.

1. Before beginning, make sure you have signed into Info Clique and are on the **Main** page.
  - If you need assistance with this, see page 6.
2. Scroll to the bottom of the **Main** page and locate the **Account Maintenance Section**.
3. Click the second link, **View who has accessed my (Atn Dr) patients**.



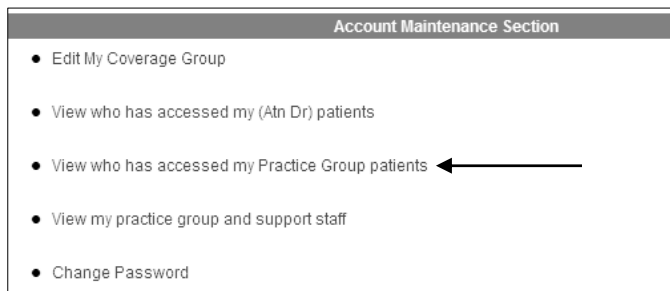
- A listing of individuals displays.
  - These users are organized by color category.
4. **Optional:** To authorize the users to view the records click the checkbox in the corresponding row of the user. To authorize all users, click the button at the end of the list.

## Account Maintenance (Cont.)

### View who has Accessed my Practice Group Patients

This link will display a list of individuals who are viewing the Practice Group patients. You can authorize individual records or you can authorize all records to be viewed by making the appropriate selections.

1. Before beginning, make sure you have signed into InfoClique and are on the **Main** page.
  - If you need assistance with this, see page 6.
2. Scroll to the bottom of the **Main** page and locate the **Account Maintenance Section**.
3. Click the third link, **View who has accessed my Practice Group patients**.



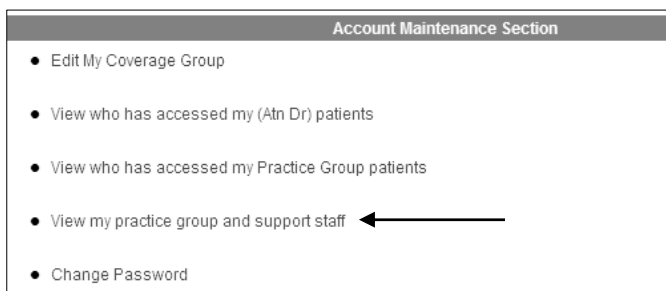
- A listing of individuals displays.
  - These users are organized by color category.
4. **Optional:** To authorize the users to view the records click the checkbox in the corresponding row of the user. To authorize all users, click the button at the end of the list.

## Account Maintenance (Cont.)

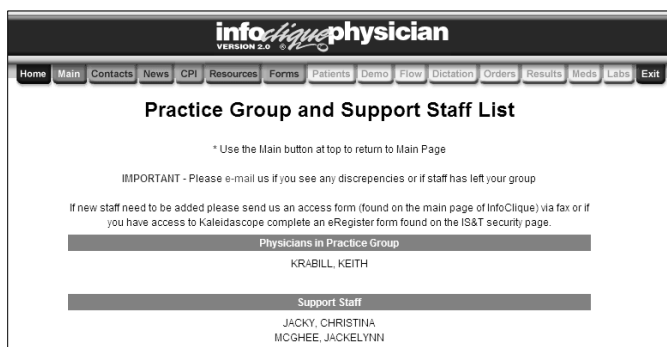
### View My Practice Group and Support Staff

This link will display a list of individuals who are a member of your practice group. You can authorize individual records or you can authorize all records to be viewed by making the appropriate selections.

1. Before beginning, make sure you have signed into InfoClique and are on the **Main** page.
  - If you need assistance with this, see page 6.
2. Scroll to the bottom of the **Main** page and locate the **Account Maintenance Section**.
3. Click the fourth link, **View who has accessed my Practice Group patients**.



- A listing of individuals displays.



- These users are organized by color category.
4. **Optional:** To add or remove members of your group submit an email request to [webteam@kaleidahealth.org](mailto:webteam@kaleidahealth.org) containing the individuals that you need to add or remove.



## Account Maintenance (Cont.)

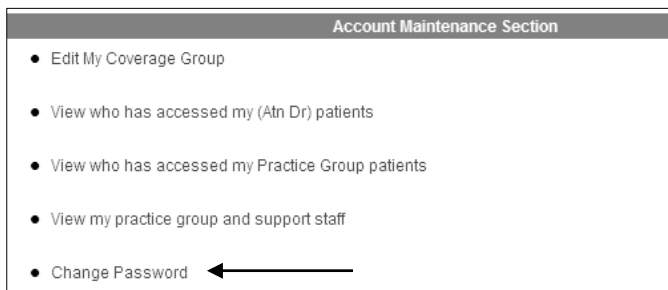
### Change Your Password

This is the area you will need to go in the event you need to change your password.

#### Password Policy:

Passwords **are case-sensitive**, can range from 7 to 128 characters and **MUST** contain at least 3 of the 4 following categories:

- Uppercase letters (A to Z)
  - Lowercase letters (a to z)
  - Numbers (0 to 9)
  - Non-alphanumeric ("special") characters (!@#&\$, etc.)
1. Before beginning, make sure you have signed into InfoClique and are on the **Main** page.
    - If you need assistance with this, see page 6.
  2. Scroll to the bottom of the **Main** page and locate the **Account Maintenance Section**.
  3. Click the fifth link, **Change Password**.



## Account Maintenance (Cont.)

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- The InfoClique Change Password screen displays.
- 4. Type your old password in the **Old Password** field.
- 5. Press the **Tab** key on your keyboard.
- 6. Type your new password in the **New Password** field.
- 7. Retype your new password in the **New Password Verification** field.
- 8. Click the **Submit** button.
- 9. Your password has been successfully changed.
  - If you are internal to Kaleida Health, you also have the capability of changing your password globally by using KPass (not shown in this manual.)

## Security Request Form

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The Security Request Form is available on the following page as a convenience to you. Fill out the form and fax it to IS&T Security Service at 859-8676.

# Access Request Form

For those without access to the eAccess system on KaleidaScope



The Access Request Security Policy portion of this form must be read, understood and signed by the requestor. Fax the completed and signed form to the IS&T Security Service at 859-8676. A request for access will not be granted if the request is not job related or conflicts with Kaleida Health's Access Request Security Policy.

**I would like access to:** ☐ InfoClique ☐ PowerChart ☐ PACS ☐ VPN  
**I will need training for:** ☐ InfoClique ☐ PowerChart ☐ PACS ☐ VPN

## User Information (To be completed by person requiring access) ☐ Physician ☐ Physician Support

Staff Kaleida Health Employee? ☐ Yes ☐ No Name:

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Initial

\_\_\_\_\_  
Last 3 Digits of SS #

\_\_\_\_\_  
Day Time Phone Number

\_\_\_\_\_  
Extension

☐ Sole Practitioner ☐ Practice Group - Practice Name: \_\_\_\_\_

Members of Practice Group: (or attach preprinted list) \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Office Phone Number

\_\_\_\_\_  
Extension

\_\_\_\_\_  
Fax Number (required)

\_\_\_\_\_  
Email Address (if applicable)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City/Town/State

\_\_\_\_\_  
Zip

Question to assure identity in case of forgotten password: \_\_\_\_\_  
(ie. Mother's maiden name, color of house, etc.)

Answer to above question: \_\_\_\_\_

## Authorization: (If Physician Support Staff, please complete sponsor information for Responsible Physician)

Physician's Name:

Please Print Clearly

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Initial

\_\_\_\_\_  
Day Time Phone Number

\_\_\_\_\_  
Extension

Physician Signature: \_\_\_\_\_

## Remote Access:

If you **do not** have an internet service provider to get to **https://infoclique.com**, you may sign up for a **direct dial-up connection** to Kaleida Health's InfoClique server.

☐ I have an internet service provider ☐ I have a wireless service provider & device  
☐ I need a dial-up connection via a modem ☐ I need a wireless service provider &/or device

**I have read and understand the policy as stated on the back of this document.**

Print Name \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

Revision Date: 03/02/2010

# Access Policy

## 1. Information Security

Access to Kaleida Health's information systems are subject to the Kaleida Health Corporate Information System Access Request Security Policy (Policy # IS.2). It is the policy of KALEIDA Health to protect its information assets and to allow the use, access, and disclosure of such information only in accordance with its interests and applicable laws and regulations. It is KALEIDA Health's legal and ethical obligation to protect the confidentiality of patient information. The purpose of this document is to establish the user's responsibility for safeguarding its computer hardware, software, and information assets in whatever form, such as but not limited to printed, audio, video, electronic, and oral communications. Information assets may be defined as any information within KALEIDA Health's purview, including information, which it may not own but which is governed by laws and regulations to which it can be held accountable. The use of any information must comply with KALEIDA Health Policies and must comply with all federal and state or local laws and regulations including, but not limited to, HIPAA Security and Privacy regulations.

Access to any of KALEIDA Health's systems is granted on a need-to-know basis. To accomplish this a user may be issued specific and confidential computer system ID's and/or passwords. These access identification codes may not be shared, disclosed or utilized by any other individual, inside or outside of KALEIDA Health, including staff or people claiming to be staff of the Information System and Technology Division.

All printed information, as well as data storage media, including, but not limited to, microfiche, optical and magnetic storage media, is considered the property of KALEIDA Health and is considered confidential matter. As such, this information shall not be shared, distributed, or stored in a careless manner.

The use of a computer or computer services without the permission of, or in excess of the permission of the owner or leaser, is prohibited by the Penal Law of the State of New York. The use of the KALEIDA Health's network and/or computer systems for non-business purposes, or for personal gain, is prohibited. Users are required to preserve the security and confidentiality of any information assessable through the computer or network. Users are required to use all necessary and appropriate safeguards to prevent unauthorized use or disclosure of information they have access to. Users are permitted only to utilize or access information necessary for performance of their job. Use of technology can and will be monitored, thus limiting the potential for abuse.

Users and department heads are responsible for notifying IS&T Security Services in the event of any change in user's responsibilities or the termination of user's services.

### Intellectual Property Infringement

Copyright, trademark and patent infringement is strictly prohibited. The federal Copyright Act extends to much of what is transmitted over computer networks, such as text, pictures, music and software. Since copyright infringement is a strict liability crime, intent to infringe is not required.

KALEIDA Health has purchased the right to use software on personal computers that is protected by federal copyright laws. At no time may this software be copied for use on a personal computer other than the one for which it was originally intended. Additionally, parts of MS-Office Professional and other "suites" can not be split across multiple PC's.

Only software purchased or authorized by KALEIDA Health may be used on its computers. Software brought in from outside or downloaded from the Internet, may not be used without approval from the Information Systems and Technology Division, due to licensing issues, the potential exposure to computer viruses and the potential impact on the computer network. KALEIDA Health has the right to monitor for compliance at any time and without prior notification.

### Electronic Signature

Electronic Signatures are allowed for individuals with appropriate security levels in specific systems and/or application modules. For legal and medical reasons, the user of these systems must adhere to the security criteria setup to support and maintain the authentication of the electronic signature. The user must agree in writing to the fact that the "Electronic Signature" may be used instead of the traditional hand signature and must not be shared with anyone else.

## 2. Electronic Mail

The usage of Electronic Mail system is subject to the terms and conditions in the Corporate Information System Email Policy and Procedures (Policy # IS.4) The Electronic mail system is the property of KALEIDA Health and as such may be subject to disclosure for both business and legal purposes. Access to Kaleida Health's e-mail system is granted solely for the clinical and business purposes. All messages composed, sent or received on this system are and remain the property of the organization. KALEIDA Health prohibits it to be used in any manner that would be disruptive to the operation or offensive to others. Any employee who receives sexually explicit or personally offensive materials electronically should report this to his or her supervisor and the Information Systems and Technology Division immediately. The use of electronic mail for transmission of information disparaging to others, for promotion of political causes or for personal gain is prohibited. KALEIDA Health has the ability and right to monitor electronic mail at any time and without prior notification.

## 3. Internet Usage

Internet usage is subject to the terms and conditions in the Corporate Information System Internet Access Policy and Procedures (Policy # IS.5) The Internet is an international network of networks that connects businesses, government agencies, universities and individuals. It is considered a public network that poses additional risks to confidential information if proper precautions are not taken. For example, patient information transmitted via e-mail may be intercepted and disclosed without the knowledge of either the sender or receiver. For this reason it is recommended that all confidential information sent over the Internet be encrypted. As such the Internet can be an important professional tool.

Internet communications that are not authorized to represent the organization's opinions should convey this fact within the body of the communication. Such language should convey the fact the user's opinions are not to be attributed to the organization.

While recognizing that the Internet contains hundreds of thousands of sites with potentially useful information, it's also obvious that it contains thousands of sites containing material, which is offensive, obscene or illegal. Visiting, viewing or downloading material from any Web site containing pornographic, sexist, racist, illegal material or material which is offensive in any way is strictly prohibited. KALEIDA Health has the ability and right to monitor Internet traffic at any time and without prior notification.

Breaches of information security, intellectual property, Internet usage, electronic mail and electronic signatures including the sharing of access codes, identifications, or passwords, or wrongful access to the KALEIDA Health network or systems connected to that network, are viewed as serious violations. Users violating this policy will be subject to disciplinary action, which may include but is not limited to termination of access to the system and termination of employment. Violators are also subject to civil or criminal liability.